

## **REQUEST FOR QUALIFICATIONS (RFQ) ENGINEERING CONSULTING SERVICES FOR THE PLANNING AND PUBLIC WORKS DEPARTMENTS**

### **1. INVITATION:**

The Town of Scarborough is soliciting Statements of Qualifications from qualified firms interested in providing engineering consulting services to support several administrative functions of the Planning and Public Works Departments. The Departments functions are development review, construction observation, ordinance development, design of varied capital infrastructure projects and maintenance of existing Town infrastructure. The consultant is expected to have a strong understanding of local, state and federal development permitting processes addressing topics such as, but not exclusive of, site development, utilities such as water supply, sanitary sewer, electrical, lighting, landscaping, stormwater and watershed management, wetland disturbance and surveying. Additionally, of particular highlight, the Town is a participant in the State and Federal NPDES program and is working on watershed management plan implementation. Firms with relevant experience and qualifications for one or more of these services are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents to support the range of topics identified. Following analysis of the responses to this Request for Qualifications, a firm or firms will be invited for interviews conducted by an evaluation committee with one or more firms being selected for further negotiation. The firm or firms ultimately awarded a contract by the Town will provide afore mentioned services as directed by the Town of Scarborough.

This RFQ is available on our website (<http://www.scarborough.me.us/townhall/purchasing/openbids.html>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207) 730-4083, or [kmassa@ci.scarborough.me.us](mailto:kmassa@ci.scarborough.me.us)

**Please continue below for the complete Request for Qualification document.**

### **2. RESPONSES:**

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than November 25<sup>th</sup>, 2013 at 3:00PM. This will not be a public opening.

### **3. PROJECT/CONTRACT DEFINITION:**

#### **A. Project/Contract Description**

This is the initial step in a process which will result in a three (3) year (with renewal option) contract with one or more firms to provide various engineering and consulting services for the Town of Scarborough, Maine. The services will require firm(s) to work with the Department of Public Works in permitting, associated cost and fee proposal for construction of the subsequent construction design for future budgetary considerations as well as NPDES permitting and reporting. Additionally, the firm(s) will work with the Town's Planning Department with regards to routine development plan review, construction inspection, assist the Town with developing and implementing watershed management standards, and provide services needed to locally administer DEP development review processes.

#### **B. Project Projected Schedule**

**The anticipated schedule is as follows:**

**Issuance of RFQ – On or before October 28th**

**Receipt of Engineering Firm Responses – November 25th**

**Short List to be interviewed – WEEK OF December 9**

**Contract Award – On or before January 6**

#### 4. SCOPE OF SERVICES:

The Scope of Services will be more fully described as part of the competitive negotiation process to follow the initial evaluation and interviews of qualified firms. The final Scope of Services, together with the fee structure, will be included in the final executed Agreement. The selected firm(s) shall provide traditional civil engineering services including inspection, assessment, studies, structural analyses, regulatory permitting, design, specifications, cost estimating, as well as development plan review, and other authorized special services appropriate to specific Departmental needs.

#### 5. PROJECT PARTICIPANTS:

Members of Public Works, Planning, and Purchasing Departments will be responsible for developing a short list of firms to be interviewed. Selected firms may be invited to make a presentation to selected staff. A recommendation to applicable administrators will be made after the information has been reviewed, interviews of the short-listed firms have been completed and a contract agreement is reached.

#### 6. CRITERIA FOR SELECTION:

The purpose of this RFQ process, as previously stated, is to identify qualified firms that are the most capable of providing the described services. Once identified, these firms will then be invited to take part in a competitive negotiation process with the Town for a multi-year contract. The Town reserves the right to award multiple contracts to firms based on specific skill sets deemed best suited to meet one or more of the services sought. If an agreement can be reached with the selected firm(s), a contract will be awarded thereto. If an agreement cannot be reached, the Town will proceed with negotiations with the next most qualified firm(s).

#### 7. SUBMITTAL REQUIREMENTS:

##### A. Submittal Documents – Format

Follow these instructions carefully:

In total, five (5) copies of the Submittals, including attachments, are required. Four (4) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction.

In the four (4) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through III. The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "RFQ 12-2013/Engineering Services – Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before November 25<sup>th</sup>, 2013, 3:00PM EST.

**Kim Massa**  
**Finance Purchasing Assistant**  
**Town of Scarborough**  
**259 US ROUTE ONE**  
**PO BOX 360**  
**Scarborough, ME 04070-0360**

*Late submittals will not be accepted.*

**B. Submittal Content:** Each Submittal shall be organized in the following order:

**Outside Cover and First Page:**

Shall contain (i) the title, "Statement of Qualifications for Civil Engineering and Plan Review," (ii) the name of the Respondent, and (iii) the Submittal date.

**Table of Contents:** Include a table of contents.

**Transmittal Letter:** Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified;
- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Town of Scarborough and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

**Section I - Description of the Respondent**

**I-A Firm Description:** Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a. The Respondent's areas of specialization related to the Town's needs;
- b. Firm history;
- c. Honors and awards;
- d. Location of home and branch offices;
- e. Names of the principal officers of the firm;

**I-B Key Professionals:** Identify the key members of your team that would be involved with the contract and describe their area of expertise, what role(s) they will perform, and how their qualifications match the scope of work. Indicate their availability to meet the Town's requirements.

**Section II – Narrative**

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A. Engineering philosophy and approach to engineering in general.
- B. Standard schedule of fees.
- C. Prior experience with public-sector clients.
- D. Professional qualifications of individuals to be assigned to the projects or services.
- E. History of effective schedule and budget management for projects of similar scope of services.
- F. Use of processes that creatively engage Department staff and other stakeholders in all stages of the project.
- G. Experience with Development Plan Reviews services for other municipalities or government agencies; including any work with municipal NPDES permitting and/or local administration of DEP permitting.
- H. Experience with Construction Inspection and Project Management.
- I. Experiences with watershed management projects.
- J. Other relevant core engineering disciplines and experiences which are related to the scope of services sought that may prove beneficial.

### Section III - Relevant Experience of the Respondent

#### III-A Summary of Relevant Projects Where the Respondent's Firm was the Consultant/Engineer

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this Contract and should involve public sector clients and detail the services you provided:

- a. Name of project
- b. Type of project(s)
- c. Client/Project location
- d. Total project cost
- e. Project description
- f. Project delivery method
- g. Describe the services your firm provided
- h. Provide a statement acknowledging if the project was completed on time/on budget
- i. Provide a reference list related to these projects

#### 8. RESERVATION OF RIGHTS

**A.** The Town of Scarborough reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

**B.** Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services.

#### 9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

**A.** This RFQ including any attachments can also be obtained from the Town of Scarborough's web site at <http://www.scarborough.me.us/townhall/purchasing/openbids.html>

**B.** The Town of Scarborough reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.

**C.** An RFQ pre-submittal conference will not be held. The Town welcomes questions on or before November 12, 2013 regarding this solicitation. Questions should be emailed to:

Kim Massa, Finance Purchasing Assistant  
[kmassa@ci.scarborough.me.us](mailto:kmassa@ci.scarborough.me.us)