

**CITY OF GARDINER, ME  
REQUEST FOR PROPOSALS  
Design Consulting Services**

The City of Gardiner, Maine is seeking bid proposals for design engineering and inspection services for the City's Kennebec River waterfront project. Sealed Cost Proposals must be clearly marked: **"Gardiner Waterfront Project." Completed proposals must be delivered by 4:00 PM on Thursday, January 15<sup>th</sup>, 2008 to:**

**Jason Simcock  
City of Gardiner  
6 Church St.  
Gardiner, ME 04345**

Gardiner plans to bid for construction by April 1<sup>st</sup>, and complete the waterfront project during the 2009 construction season. Final Design will be based on design guidelines established in the 2008 Master Plan for waterfront, found on the City's website at [www.gardinermaine.com](http://www.gardinermaine.com). Submittals delivered after the deadline will not be considered. The City of Gardiner reserves the right to reject any or all proposals and negotiate the final scope of each project. For more information on the project, please call Jason Simcock at 207-582-6888.

**GENERAL CONDITIONS AND REQUIREMENTS**

The selected consultant shall agree to indemnify and hold the City harmless from claims, demands, suits, causes of action and judgments arising from the consultant's performance, including claims of professional malpractice or negligence.

**PROJECT BACKGROUND**

Gardiner completed a final Master Plan for its waterfront development project in 2008. The new plan incorporates overall parking and greenspace improvements, including lighting and signage. Phase I of Gardiner's waterfront project was completed in 2006, with the installation of approximately 525' of new timber crib and boardwalk/railing. Preliminary and Final Design services are now required to implement Phase II of the project in 2009. Phase II of the project will be based on the '08 Master Plan and specifically include design and permitting documents for: 250' of timber boardwalk extension, all underground utilities (electrical and stormwater), and finished parking & greenspace areas. The project location includes the original boat launch area, Phase I former-Webber area, gateway entrances on Maine Avenue and Water Street, the former freight shed building property, as well as the pump station and future amphitheater location. As part of the design services for Phase II, Gardiner seeks assistance on permitting, preparing bid documents as well as construction inspection services.

Funding for the project includes state Riverfront Community Development Bond program, as well as the Maine Community Development Block Grant (Community

Enterprise) program and the federal Housing and Urban Development grant program, among some local match funding.

### **PROPOSAL SUBMISSION REQUIREMENTS**

The proposals may be in any format that works best for RFP respondents, but shall include as a minimum, the following information:

- **Transmittal Letter:** A brief letter summarizing project team's qualifications, project understanding and project approach.
- **Company profile:** Firm size, qualifications and services.
- **Project Team:** Names of project manager and relevant team members that will be assigned to this project with their capabilities and experience with similar projects.
- **Project Approach:** Outline of scope of work and approach with estimated project schedule including timelines for specific tasks.
- **Project Administration:** Experience with similar projects.
- **Workload Capacity:** Firm's workload and capacity to perform the work on a reasonable schedule.
- **References:** Names, addresses, and telephone numbers of representatives of current or recent clients familiar with the work your firm and project team (three suggested). Include a Contact Person and telephone number for each reference.
- **Cost Proposal:** Provide a cost proposal based on your firm's proposed "Scope of Services." Include at a minimum: 1) Expected method of payment with a Not-to-Exceed lump sum cost; 2) All direct and indirect costs for performing the work; 3) A person-hour breakdown by discipline and task with hourly costs; 4) A cost breakout for attending extra meetings beyond those considered in your proposal scope of work. **Note:** The final fee and scope will be negotiated between the city the preferred firm.
- **Sub Consultants** - Proposals contemplating the use of sub-consultants must include the information requested in this section for each sub-consultant.
- **Additional Data:** Provide any additional data you consider essential to the submittal.

### **SELECTION PROCESS AND CRITERIA**

The following guidelines will be used when reviewing and ranking the submittals:

- Understanding of, and familiarity with, the project (25%)
- Ability of the proposed Scope of Services to meet the project's purpose (20%)
- Qualifications and experience of assigned staff, including references (25%)
- Fee schedule (30%)

Following final selection, the parties shall execute a contract based on this RFP and the selected consultant's proposal. Project work under this proposal may not begin until the City of Gardiner and the successful Consultant execute a Contract.

### **QUESTIONS**

Any questions or comments concerning this RFP or the project shall be directed to Jason Simcock, Planning & Development Director, at 582-6888.