

**CITY OF GARDINER, MAINE
REQUEST FOR ENGINEERING PROPOSALS**

“Cobbossee Stream Steel Interceptor Replacement”

The City of Gardiner, Maine is requesting engineering design, bid, construction administration services and funding options/assistance related to the replacement of approximately 900 feet of 8 inch steel sewer interceptor.

Background

From the review of existing records and the current pipe locations it appears that the Cobbossee Avenue (Rte. 126) sewer main originally discharged into Cobbossee Stream. Sometime after the original clay tile pipe was installed it was intercepted with an 8 inch threaded steel pipe and extended approximately 900 feet downstream. During the era of construction of the treatment plant the threaded steel pipe was intercepted and transported to the Wastewater Plant.

During severe storms over the past few years the cover has been washed off some areas of the steel pipe exposing it to the weather and subjecting the pipe to the weight of the uphill soils. Reinforcing bar has been used to stabilize the steel pipe until it can be replaced.

In the spring of 2013 the City of Gardiner hired Wright-Pierce Engineering to evaluate the options for replacing this section of the Cobbossee Stream Interceptor. The evaluation concluded that construction of a new sewer main away from the stream would be the City’s most cost effective option.

The City would like to conclude construction before winter of 2014.

SCOPE OF SERVICES

As a minimum all proposals will include the following:

- 1) **Review of the Wright-Pierce “Cobbossee Interceptor Evaluation”** – The selected firm will become familiar with the report, alternatives and recommendations.
- 2) **Design** – Based on the review of the evaluation and other relevant information” The selected firm will produce a Preliminary Design Report (PDR) including an updated project estimate.
- 3) **Bid Documents** – After reviewing the PDR with Wastewater Superintendent a final set of design, drawing, specifications and all documents required for bidding will be produced. Documents will be prepared for public bid in a format that will enable the City to secure funding as determined in number 4 below.

- a. Bid documents will include all needed warranties and performance testing as required.
- 4) **Funding** - The selected engineering firm will review funding options with the City and help determine which option is best suited for this project. USDA Rural Development Utilities Program and the Maine State Revolving Clean Water Fund as well as other available options will be considered.
- 5) **Permitting** - All needed permits, design reviews, environmental reviews and regulatory approvals will be secured by the engineer.
- 6) **Project Administration and Inspection Services** – The engineer will provide Project Administration and Inspection Services for this project.

Three (3) copies of your firms Proposals must be clearly marked: “Engineering Services Proposal – Cobbossee Stream Interceptor”. **Completed proposals must be delivered by 12:00 Noon on July 26, 2013 to the Gardiner City Hall City Manager’s Office addressed to:**

**Chuck Applebee Wastewater Director
City of Gardiner
6 Church St.
Gardiner, ME 04345**

Submittals delivered after the deadline will not be considered.

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:

- **Company profile:** Firm size, qualifications and services.
- **Project Team:** Names of the 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 your firms approach to this project with an estimated **project schedule** that includes timelines for PDR competition, bid, project award and construction completion dates are expected.
- **Scope of Services:** Outline the services your firm proposes to accomplish this project.
- **Project Administration:** Experience with similar projects.
- **Workload Capacity:** Firm’s workload and capacity to perform the work while meeting the cities 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 firms proposed “Scope of Services”.
 1) Expected method of payment with a Not-to-Exceed lump sum cost for design, bid and administrative services and hourly rates for inspection services; 2) A person-hour breakdown by discipline and task with hourly costs; 3) 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.
- **A copy of the firm’s liability insurance:** Provide a copy of both general and professional liability insurance with stated limits.

SELECTION PROCESS AND CRITERIA

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

1. Project team qualifications, references and experience with similar projects	20 Pts
2. Scope of Services	20 Pts
3. Approach and schedule	20 Pts
4. Cost based on the Proposed Project Scope	20 Pts
5. Availability and ability to meet deadlines	<u>20 Pts</u>
Total Possible Points	100 Pts

Engineers with top ranking proposals may be selected for an interview. If an acceptable contract cannot be negotiated with the finalist, the firm ranking second will be contacted.

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

GENERAL CONDITIONS AND REQUIREMENTS

Indemnification and Insurance:

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

The City of Gardiner reserves the right to accept or reject any or all proposals, to waive any defects, informalities and minor irregularities, to accept deviations/exceptions to these specifications; to negotiate any or all conditions and to make such award or to act otherwise as it alone may deem in the City’s best interest.

QUESTIONS

Any questions or comments concerning this RFP or the project shall be directed only to Chuck Applebee at 582-1351 ext. 4.