

TOWN OF CAMDEN
REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES
WIN: 25095.01, TITLE: Pedestrian Bridge on Rawson Avenue

The Town of Camden (Municipality) is soliciting Technical Proposals for engineering services for a state-funded project consisting of the development of a pedestrian bridge, reference WIN 25095.01. *Price shall not be mentioned in the Technical Proposal; otherwise, that proposal shall be rejected.*

This project has state funding from the Maine Department of Transportation (MaineDOT) and is subject to applicable federal and state laws and regulations, as well as the policies and procedures in MaineDOT's Local Project Administration Manual: <http://www.maine.gov/mdot/lpa/manual/>

1. APPENDIX:

Proposer's General Information Form

2. TECHNICAL PROPOSALS MUST BE RECEIVED BY MAIL, AS FOLLOWS:

Date Due: ~~September 5,~~ September 9, 2022

Local Time: 2:00 PM

RFP Coordinator: David St. Laurent

Title: Public Works Director

Mailing address: PO Box 1207, Camden, ME 04843

~~Five~~ Three (3) hard copies are requested and a digital version sent to the Local Project Administrator (LPA) David St Laurent dstlaurent@camdenmaine.gov.

Late proposals: Any proposal, portion of a proposal, or unrequested proposal revision received at the Municipality after the time and date specified above will be rejected.

3. REQUESTS FOR CLARIFICATION / RFP AMENDMENTS

Requests for clarification and additional information must be submitted by email to the RFP Coordinator listed in Section 2 above by August 29, 2022. Such correspondence must reference the WIN and Project Title in the subject line.

Responses will be placed on the Municipality's website – https://www.camdenmaine.gov/select_board/bids.php– by the close of business on August 31, 2022. *Late requests for clarification will not be accepted.*

It will be the Proposer's responsibility to check the referenced website for clarifications and amendments to this RFP. The Proposer must reference all amendments in its response to this RFP.

4. PROJECT BACKGROUND / SCOPE OF SERVICES / PROPOSAL REQUIREMENTS

A. Project Background

The Town is developing a new pedestrian bridge in the general vicinity of the existing (closed) Rawson Avenue Bridge (#3173) over the Megunticook River, approximately 0.05 miles southwest of Washington Street.

MaineDOT will remove the existing superstructure and substructure, including stabilization of the riverbank and retaining wall, which may be impacted by the superstructure and substructure removal, with the work expected to be completed in 2023 under WIN 025095.00.

B. Project Scope of Services

The Proposer should be prepared to complete the following minimum tasks. The Municipality strongly encourages proposers to expand upon these tasks, to provide detail on how they are to be accomplished, to recommend which tasks require greater emphasis, and to suggest additional tasks that may be necessary or beneficial but are not specifically outlined.

To carry out the Bridge Removal project, MaineDOT is responsible for identifying and acquiring any temporary rights-of-way necessary to carry out the project.

1. Preliminary Engineering
 - a. Coordinate utility impacts
 - b. Prepare existing conditions plan
 - c. Conduct public informational meeting
 - d. Prepare Preliminary Design Report (60% Design)
2. Final Design
 - a. Prepare Plan Impacts (75-80% Design)
 - b. Prepare utility agreements
3. Environmental Review
 - a. Conduct public informational meeting
 - b. Submit applications for environmental permits to appropriate agencies
 - i. Department of Environmental Protection
 - ii. Army Corps of Engineers
4. Final PS&E (100% Design)
 - a. Finalize utility coordination.
 - b. Prepare Final Plans
 - c. Prepare Engineer's Estimate
 - d. Prepare Bid Book
5. Advertise and Award
 - a. Assist in bidding process
6. Construction Administration
 - a. The RFP is only for efforts to advertise.

It is anticipated the consultant selection process will be completed in Fall 2022, with construction expected to occur in 2024.

C. Technical Proposal Requirements

The proposals shall include as a minimum, the following information:

- Cover Letter: A brief introductory letter.
- Team: Provide relevant information regarding the team proposed:
 - Overview of the firm
 - Examples of similar projects that may incorporate floodplain restoration and stream smart principals.
 - Proposed team organization with key personnel and titles and subconsultants.

- Resumes of key personnel.
- Understanding: Provide a brief summary of your understanding of the project.
- Approach: Describe your recommended approach to complete the tasks outlined in the scope of services (above). Include description of cost and quality controls and include a proposed schedule.
- References: Names, addresses (including e-mail), and telephone numbers of representatives of current or recent clients familiar with the services your firm and project team (three suggested).
- Give examples of incorporating nature-based solutions into new bridge designs and or provide evidence of experience with stream smart principals. For reference see attached link: <https://maineaudubon.org/projects/stream-smart/>
- Additional Information: Provide any additional information you consider essential to the proposal.

5. PREQUALIFICATION

The successful Proposer must be pre-qualified by MaineDOT under Service Number 209.20 – Pedestrian/Bicycle Bridge Design.

6. TECHNICAL PROPOSAL SCORING CRITERIA

- a. **Proposer’s Experience (25 points):** Describe the Proposer’s experience providing services similar to those requested for this project, involving state requirements and MaineDOT design standards. Identify at least 5 projects on which your company has performed work comparable to that required in this RFP in the last 5 years. Include company name, contact name, address, and phone number, as well as a description of the project, dates of the project and results.
- b. **Proposer’s Qualifications (30 points):** Identify the **key** staff who will be assigned to fulfill the contract requirements (project managers, engineers, technicians). Provide resumes describing their educational and work experiences.
- c. **Proposer’s ability to stay on schedule (20 points):**
 - i. Provide a schedule of deliverables and any other relevant milestones;
 - ii. Describe how the firm will manage its overall workload to meet deadlines for the deliverables and other relevant milestones listed above.
- d. **Proposer’s ability to control costs and ensure quality (15 points):**
 - i. Describe how the firm will control and monitor its costs;
 - ii. Describe how the firm will control quality and ensure the constructability of design plans;
 - iii. Describe how your firm intends to maintain communication with the Municipality.
- e. **Proposer’s References (10 points):** Provide at least 3 work references with contact information and descriptions of the resulting projects, with dates. The results of reference checks will be used in scoring the Technical Proposal.
- f. **Contact Information:** Provide the name, address, phone number and email address of Proposer.

7. TECHNICAL PROPOSAL RATING AND SELECTION PROCESS

- a. Technical Proposals will be reviewed and rated using the scoring criteria in Section 6 above.
- b. The Municipality will select for contract award the Proposer determined to provide the best value to the Municipality, based on the scoring criteria.

8. PROPOSAL ATTACHMENTS

- **Proposer's General Information Form (Appendix A):**
This must be completed and accompany the Proposal.
- **Acknowledgement of Amendments:**
The Proposer must include reference to all amendments in its response to this RFP.

9. PRICE PROPOSAL: *Your Technical Proposal must avoid any mention of the price of the proposed services. The Municipality will request a Price Proposal and supporting documents from the Successful Proposer following selection.*

Upon completion of the initial selection process, the Successful Proposer will be asked to submit its Price Proposal within five (5) business days from the date of the request using a standard form found in the "Consultants" section of MaineDOT's Local Project Administration website:

<https://www.maine.gov/mdot/lpa/lpadocuments/>

Upon receipt, the Municipality will compare the Price Proposal against its independent estimate of the price of the requested services and begin negotiating a contract with the Successful Proposer.

The Price Proposal must include project location, WIN and phase(s) of work, as well as firm name, address, contact and email address. Additionally, the following documents must be submitted by the successful Proposer:

- **Completed Consultant's Detailed Price Proposal Form**
<https://www.maine.gov/mdot/lpa/lpadocuments/>
- **Direct Labor Expenses / Employee Classifications:**
The Price Proposal must include each employee's classification and direct labor rate, based on the actual rate of pay. *A cap on direct labor of \$62.00 per hour for the project manager and \$50.00 per hour for all other personnel applies to this project. Otherwise, the Consultant shall prepare a Wage Rate Waiver Form for the consideration of the Municipality, in consultation with MaineDOT.*
- **Overhead Rate:**
The Price Proposal must show a current overhead rate approved by MaineDOT's Office of Audit. If a current Audited Overhead Report (AOR) is not on file with MaineDOT, one must be provided. If there are changes to an approved overhead rate following contract execution, the Consultant must submit an updated AOR to MaineDOT's Office of Audit for approval.

Note: A fixed commercial rate may be used, with permission, for small firms with no Audited Overhead Report.

- **Profit:**

Proposed profit is based on factors such as degree of risk, relative difficulty of work and size of a job. It must fall within the range of 6% - 15%. *Note: Justification must accompany proposed profit rates exceeding 10%.*

- **Itemized Direct Expenses:**

Project specific non-salary expenses such as printing, tolls, mileage (.45 cents mile) and subconsultant costs that are not included in the Direct Labor, Profit and Overhead rates.

- **Total Proposed Cost:**

The maximum amount proposed – the sum of all Direct Labor, Overhead, Direct Expenses and Fixed Fee/Profit.

10. CONTRACT REQUIREMENTS

*The following documents will be requested from the successful Proposer upon completion of the selection process. They must **NOT** be submitted with your Technical Proposal.*

- **Appendix A-1 Form:** *ctrl + ([click to open form](#))*

Appendix A-1 shall be completed using the proposed Overhead and Profit Rates from the Consultant's Detailed Price Proposal Form. The Consultant must list names and classifications of employees who will – or potentially will – work on the specified project. Employee rates listed must be actual rates paid, as supported by certified payroll. Form A-1 must be signed by an authorized financial or payroll representative of the Consultant firm.

- **Insurance Certificates:**

Insurance Certificates (Accord Form) must show proof of the following minimum coverages:

- Professional Liability or Negligent Acts, Errors and Omissions Policy - \$1,000,000 per claim and annual aggregate
- Commercial General Liability, listing the Municipality as additional insured - \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- Automobile Liability - \$1,000,000 per occurrence
- Worker's Compensation – in accordance with the laws of the State of Maine.
- Excess/Umbrella Liability (if applicable).

- **Insurance Waiver Form** *(if applicable):*

Consultants not meeting the minimum insurance requirements set out above must submit an Insurance Waiver Request Form and their insurance certificates to the Municipality for review.

- **Subconsultant Proposal** *(if applicable):*

If a Subconsultant will work on the project, the Prime Consultant must submit the Subconsultant's Proposal with an itemized cost breakdown as supporting documentation.

Additionally, if a Subconsultant will perform at least 25% of the value of the original contract or a subsequent modification, the Subconsultant's completed A-1 Form and Audited Overhead Report must be submitted, if applicable.

11. PACKAGING AND SUBMITTING YOUR TECHNICAL PROPOSAL

- a. **Organization and Format:** Your Technical Proposal, which must be organized as closely as possible to the format and sequence indicated in these instructions, must be submitted as set out below.
- b. **WIN and Project Title:** The Proposer’s full business name and address, as well as the project WIN and Project Title must be included on the cover page of your Technical Proposal.
- c. **Proposal Package Submittal:** The Technical Proposal must be submitted to the RFP Coordinator listed on the first page of this RFP, including the WIN and Project Title on the package.
 - **ANY TECHNICAL PROPOSAL THAT MENTIONS PRICE SHALL BE REJECTED.**
 - **A COMPLETED “PROPOSER’S GENERAL INFORMATION FORM” (ATTACHMENT A) MUST BE INCLUDED WITH YOUR TECHNICAL PROPOSAL.**

12. TERMS & CONDITIONS / FUNDING SOURCE

- a. Since this project involves funding from MaineDOT, the contract resulting from this RFP will be governed by applicable provisions of MaineDOT’s Consultant General Conditions:
<https://www.maine.gov/mdot/cpo/docs/general/2020/ConsultantGeneralConditions4212020.pdf>
- b. This RFP does not commit the Municipality to pay costs incurred in submitting your Proposal.

13. CONTRACT TERM, TYPE AND PAYMENT METHOD.

The anticipated initial contract term shall be for a period of 3 years, commencing upon full execution of the contract. The Municipality reserves the right to modify the initial contract term and to award additional phases of the Project. The contract type and payment method for this Project shall be determined following the selection of a successful Proposer.

14. FREEDOM OF ACCESS ACT - CONFIDENTIALITY.

Under Maine’s Freedom of Access Act, Title 1 M.R.S.A. Chapter 13 §402 (3), et seq., “Public Records” (as that term is defined in Title 1 M.R.S.A. Chapter 13 §402(3)) are available for public inspection and copying once an award notification has been made.

Information submitted in response to this RFP will be considered to be “Public Records” available for public inspection and copying once a contract has been awarded. If, however, a Proposer believes that parts of its Proposal fall within one or more of the exceptions to the definition of “Public Records” set forth in Title 1 M.R.S.A. Chapter 13 §402(3), that Proposer may submit those parts of its Proposal, with each page marked “Confidential” in a separate envelope marked “Confidential”. The envelope must include a non-confidential statement of the basis for Proposer’s claim that those parts of its Proposal fall within one or more of the exceptions to the definition of “Public Records”. Designating part of a Proposal “Confidential” does not by itself ensure that those parts of the Proposal will remain confidential.

If the Municipality receives a request to inspect or copy those parts of the Proposer’s Proposal marked confidential, the Municipality will notify Proposer that such a request has been received. Any Proposer claiming documents are confidential shall, within 14 days of receiving the Municipality’s notice, send the Municipality a list identifying each document that it claims is confidential. If the Municipality agrees that the documents so identified fall within one of the

exceptions to the definition of “Public Records”, the Municipality will notify the party requesting disclosure that the documents will be withheld. If the party seeking disclosure files a legal action to gain access to the confidential information, the Proposer must retain counsel and file for a protective order. Proposer’s failure to join the action and secure a protective order shall constitute a waiver of its claim that the information is confidential. The Municipality will comply with the order issued by the reviewing court.

15. DEBARMENT CERTIFICATION

A duly authorized representative of the Proposer must complete the statements on the attached Proposer’s General Information Form certifying that the organization, its principals, and any subcontractors named in a Proposal submitted in response to this RFP:

- a. Are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.
- b. Have not within three (3) years of submitting the Proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this Proposal had one or more federal, state or local government transactions terminated for cause or default.

Failure to complete the certification may result in the disqualification of a firm’s proposal.

Proposer's General Information Form

1. CONTACT INFORMATION *:

a. Firm Name: _____	b. Office Phone No.: _____	c. Cell Phone No.: _____
d. Contact First & Last Name: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. _____	e. Title: _____	f. Contact email Address: _____
g. Firm's Web Address: _____		h. Name of Firm's President/Managing Officer: _____

2. CORPORATE INFORMATION *:

a. Type (select one): <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Minority Owned <input type="checkbox"/> Woman Owned <input type="checkbox"/> Small Business <input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation (State of origin): _____ <input type="checkbox"/> Other: _____	b. Firm's DUNS Number: _____ c. Firm's Federal EIN: _____ d. Firm's State of Maine Vendor/Customer No.: <input type="checkbox"/> VC _____ OR <input type="checkbox"/> VS _____	e. Does your firm have an Audited Overhead Report dated within the last two (2) years? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the date of your latest Audited Overhead Report? _____
f. Is your firm a Disadvantaged Business Enterprise (DBE)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, are you certified by MaineDOT's Civil Rights Office? <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Address of your Corporate Headquarters: _____		

3. DEBARMENT, SUSPENSION, INELIGIBILITY, OR EXCLUSION *:

<p>By submitting to this RFP, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this Proposal:</p> <p>c. Are not debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.</p> <p>d. Have not within three years of submitting the Proposal for this contract been convicted of or had a civil judgment rendered against them for:</p> <ul style="list-style-type: none"> v. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract. vi. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; vii. are not indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and viii. have not within a three (3) year period preceding this Proposal had one or more federal, state or local government transactions terminated for cause or default. <p>Failure to provide this certification may disqualify the Firm's Proposal from consideration.</p>
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4. CERTIFICATION *:

By submittal of this form, I certify that this firm has not been debarred, suspended, declared ineligible or voluntarily excluded from contracts by the Federal Government or any State Agency within the last 3 years.

Check Here to Agree

By submittal of this form, I certify that I have thoroughly read and understand all of the information contained in this RFP.

Check Here to Agree

By submittal of this form, I certify that I have reviewed the Firm's Submittal Package to ensure that all of the required documents are included in the Firm's submittal.

Check Here to Agree

By submittal of this form, I certify that all of the information contained in the Firm's Submittal Package are true and accurate and that I am an Authorized Signatory Officer of the Firm.

Check Here to Agree

By submittal of this form, I certify that the typed name (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, (d) is under the sole control of myself, (e) is linked to data in such a manner that it is invalidated if the data are changed. (10 M.R.S.A. §9501 et seq.)

Check Here to Agree

By submittal of this form, I certify that I acknowledge any and all amendments in response to this RFP.

Check Here to Agree

a. Typed Name of Submitting Authorized Officer: _____	b. Title: _____	c. Date: _____
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