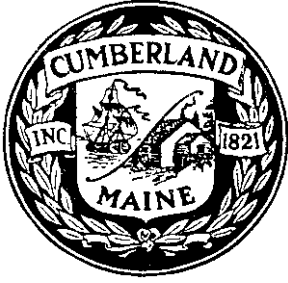


ITEM

16-009

To set a Public Hearing date of February 22nd to consider and act on authorizing engineering work and bonding of up to \$3.2 million dollars for the Middle Road reconstruction and waterline project



M E M O R A N D U M

TOWN OF CUMBERLAND, MAINE
290 TUTTLE ROAD
CUMBERLAND, MAINE 04021
TEL: 207-829-2205 FAX: 829-2224

To: Town Council
From: William R. Shane, Town Manager
Date: January 20, 2016
Re: 16-009 Middle Road Public Hearing & Engineering Contract

Attached is the RFP for the Middle Road water line extension and road reconstruction project. We have programmed and discussed this project (particularly over the past three years) through our CIP and our annual budget process. The engineering and debt service have been programmed. The estimated bonding is \$3.2 M. I anticipate the plans will be ready for bid in January of 2017 with construction beginning in the spring of 2017 and final paving in 2018.

At your February meeting I will review the annual costs for bonding, the timing of bonding and the expected timeline for neighborhood meetings similar to the one we had on Range Road and Blackstrap Road.

Interviews for the Engineering work will be on Thursday, February 11, 2016 beginning at 5 PM. Three firms will be interviewed by you, led by the Finance Committee:

5:00 PM	Gorrill Palmer
6:00 PM	TY Linn
7:00 PM	Sevee & Maher

REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

TOWN OF CUMBERLAND “MIDDLE ROAD WATER LINE & ROAD IMPROVEMENT PROJECT”

The Town of Cumberland is soliciting proposals for design, engineering construction management, and resident project inspection services for its Middle Road Water Line & Road Reconstruction project. All engineering services shall be in conformance with the requirements of the Maine Department of Transportation, the Portland Water District and any other applicable utilities, state and federal agencies. **The Town desires to bid the project on or before January 15, 2017 at 1 PM** and to have all work completed no later than **November 1, 2017**, with final paving to be completed by the **Spring of 2018**. Please do not submit a proposal if you cannot meet this deadline.

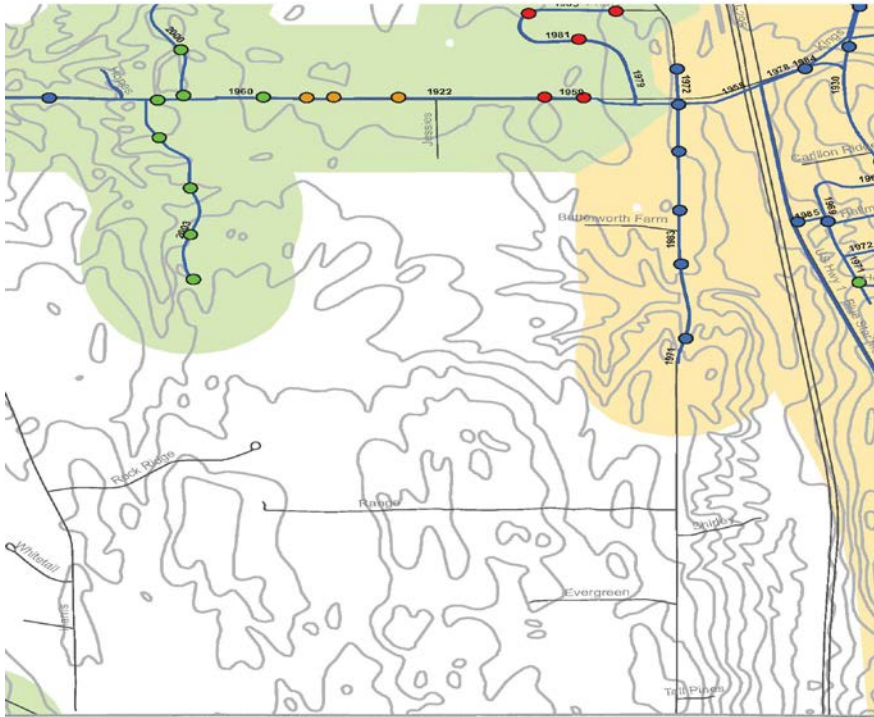
The Design shall consist of adding a new 12” diameter water main (4,400’), shoulders, improving site distances along vertical curves, drainage infrastructure in identified problem areas, and shim & surfacing of the roadway. The project is being funded by the Town of Cumberland.

Two (2) copies of the proposal must be received by 5:00 PM, February 11, 2016. Please state “Middle Road Water Line & Road Improvement Project” on the outside of the response package.

I. Project Location

Middle Road from the Tuttle Road Intersection to the Falmouth line approximately 1.6 Miles.





**267
Pressure
Zone**

Proposals are to be received at Cumberland Town Hall no later than:

Date Due: February 11, 2016
Local Time: 5:00 p.m.

Interviews shall begin at 5 PM on February 18, 2016. The Contract shall be awarded on Monday, February 22, 2016 at the Town Council meeting.

Communications on reference to this RFP:

Any communication in reference to this RFP **shall be via email** and directed to the attention of:

Name: William R. Shane, PE
Title: Town Manager
Office: 829-2205
E-Mail: wshane@cumberlandmaine.com

PROPOSAL REQUIREMENT – SCOPE OF WORK

At a minimum, the services to be provided will include:

- A. Part time Resident Project Inspection (RPI) services 20 hours per week. Town will be providing supplemental inspection throughout each day and report any issues directly to the RPI.

- B. Two Neighborhood meetings prior to June 1st plus two additional Council Meetings as scheduled by the Town Manager.
- C. Onsite meetings with residents in the project area as requested.
- D. Construction Management and Project Engineering.
- E. RPI to attend weekly construction meetings.
- F. Certify quantities and all contractors pay requests.
- G. Conduct utility meetings. Including coordination with PWD and separate meetings with the District Engineers to approve location and materials.
- H. Permitting and coordination with DEP and/or Army Corp. for any environmental impacts.
- I. A copy of your employee's - NETTCP Certification or how will your firm meet this requirement.
- J. Complete plans, cross-sections @ 50-foot intervals, contract documents and specifications in MDOT format.
- K. Daily inspection reports (w/in 24hrs- see attached) and weekly summary reports.
- L. Construction photos and an index for those photos copied to digital media and a hard copy print out.
- M. Construction field notes for as-built drawings as-built plans in digital and hard copy formats. Plans must be provided on digital media in AutoCAD and PDF file formats. 2 sets of hard copy plans must be submitted as 24x36 inch and 11x17 sheet formats

Survey has been completed by Boundary Points Survey and will be given to you electronically if you are selected.

2. PACKAGING AND SUBMITTING YOUR PROPOSAL

a. Organization and Format.

Your proposal, which should be organized as closely as practicable to the format and sequence indicated in these proposal instructions, and must be submitted as outlined below.

- b. **Page Limit:** 10 total number of pages
- c. **Font Type and Size:** Times New Roman – 12 Font
- d. **Electronic Format** (e-mail, disk, DVD or CD) PDF electronic format is preferred; MS Word 2000 Format or greater, is acceptable.

- e. **Hand Carried Proposals.** Hand-carried proposals must be given to the receptionist prior to the time and date for which Proposals are due. They shall be delivered at:

Town Manager's Office
Town of Cumberland – Town Hall
290 Tuttle Road
Cumberland, Maine 04021

3. GENERAL INFORMATION

- a. This RFP does not commit the Town of Cumberland to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.
- b. Requests for Clarification/RFP Amendments.

During the proposal preparation period, all requests for clarification and/or additional information must be submitted via e-mail to:

wshane@cumberlandmaine.com

SUBJECT: Clarification to RFP to William R. Shane at wshane@cumberlandmaine.com no later than 9:00 AM, February 9, 2016. Late requests for clarification will not be accepted. When appropriate, responses to requests, as well as any Town initiated changes, will be provided to all prospective proposers in writing as amendments to the RFP.

4. LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at the Town after the time and date specified on the cover page of this RFP will not be accepted.

5. PROPOSAL PRICING – Please submit in a separate envelope

- A. **Preliminary Design Report (PDR):** \$_____ (not to exceed 25% of Total Proposal cost – please include Project Cost Estimate and use a 10% construction contingency)

Work beyond PDR must be approved by Town Manager and may be delayed if a Citizen Referendum is brought forward for a June 2016 vote.

B. Final Design & Bidding Services: \$_____

C. Project Inspection & Contract Admin: \$_____

TOTAL LUMP SUM PROPOSAL: \$_____

6. CONTRACT TERM, TYPE, AND PAYMENT METHOD

The initial contract term shall be for a two year period, commencing upon approval of the contract documentation.

The contract type utilized for this project shall be a lump sum and the method of payment shall be monthly, based on invoiced percentages completed for the month for each task identified.

7. **Project Overview** – The Town is seeking to design and build two 11’ travel lanes with paved 4’ or 5’ (preferred) paved shoulders. Work will include drainage, selected areas for full depth reconstruction, and approximately 4,400’ of new 12” water main per Portland Water District standards.

8. Pre Proposal Meeting

A **Project Overview** meeting will be held on **Thursday, January 14, 2016 at 9 AM** in the East Conference Room at Town Hall - 290 Tuttle Road. Please Plan to attend as this may be the only time available to discuss the project prior to proposal submission.

9. Interview

Each **Interview** will last a maximum of 45 minutes. They will begin on the hour starting at 5 PM, 6 PM and 7 PM respectively. A drawing for time slots will be held at the mandatory Project Overview meeting.

Project RFPS are public documents and will be forwarded to each of you on February 23rd after the award of the project. Graphics and photos are encouraged, but please do not bring flip charts or 24” x 36” boards. The Council Chambers is equipped with an overhead projector and a laptop at the podium that ties into the system – so bring a thumb drive. Your presentation should be limited to 20 minutes maximum at which time you will be asked to stop so the Town Council can ask you questions. Your proposal is weighed equally on cost and project understanding/solutions. The Council will not know the dollar value of your proposal. Your firm has been pre-selected, so this is our “Short List” and your previous work and presentations have risen to the level that the Town Council wishes you to be interviewed for this important project. The project budget shall not exceed \$3.2 million.

Only recommendation - **Focus your interview on our project.**