



## City of Auburn, Maine

Business & Community Development

Glen Holmes, Director

60 Court Street | Auburn, Maine 04210

[www.auburnmaine.gov](http://www.auburnmaine.gov) | 207.333.6601

February 6, 2024

Dear Bidder:

The City of Auburn is accepting written proposals for a master development plan and subdivision plan including design of stormwater treatment, utility connections and pedestrian and roadway connections to existing infrastructure on a city-owned property at **346 South Main St. also known as "Winter Oaks."** The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves itself the exclusive right to accept any proposal when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark **sealed** envelopes plainly: **"2024-017 Winter Oaks Master Plan"**.

There will be a **mandatory** pre-bid conference at City Hall, in the Community Room on **Thursday February 15, 2024 at 11:00am**. This project's specifications begin on page 4 (see attached prints/specifications of this bid invitation). Please review the specifications and be prepared to ask questions. Questions regarding this Request for Bids should be directed to Amanda Denning, Purchasing Analyst at [adenning@auburnmaine.gov](mailto:adenning@auburnmaine.gov).

Please submit your proposal to the City of Auburn by **2:00 P.M. on Tuesday February 27, 2024**. Proposals must be delivered to Amanda Denning, Purchasing Analyst, 60 Court Street, Auburn, Maine 04210 on or before the date and time appointed. No proposals will be accepted after the time and date listed above. Proposals will be opened at 2:30 p.m. on that date in the Community Room at Auburn City Hall.

Sincerely,

A handwritten signature in black ink that reads "Amanda Denning".

Amanda Denning  
Purchasing Analyst

## **PROJECT DESCRIPTION**

The city owns approx. 37.25 acres located on South Main St & Vickery Rd which abuts a conservation area managed by the Androscoggin Land Trust (ALT). ALT owns a 25-acre abutting parcel and holds a conservation easement on a 61-acre parcel contiguous to that. The site is zoned T-4.2B, Traditional Neighborhood Development District. A master site plan for all relevant board and jurisdictional approvals is required to proceed with development of a primarily homeownership orientated neighborhood. The development of the site envisions an estimated 40-48 single family detached homes, eight duplexes, and three multi-unit apartment buildings containing a community center and daycare facility as well as a neighborhood open space that provides access to the conservation area. This site, which is currently two parcels, will likely be consolidated then subdivided according to this master plan.

## **SCOPE OF WORK**

### *Survey Services*

- Provide a boundary survey, elevation survey, and utility survey for the Subject Property as indicated in Attachment A.
- Provide an ALTA/NSPS Land Title Survey depicting property lines, existing structures or other improvements that are existing on the Property. Any easements or rights-of-way should be noted on the survey.
- Provide a Lot Consolidation Plan of all adjoining parcels comprising the project to create a single lot.
- Provide a Subdivision Plan for the Master Development based on the concept design provided by the development team as provided in Attachment A.

### *Phase I Environmental Site Assessment*

- Obtain and review records that will help identify environmental conditions of the property.
- Perform site visits and related interviews to identify and evaluate current and former uses of the property in addition to identifying to the extent possible uses of any adjoining properties.
- Provide a Phase I Environmental Report that includes the scope of all services performed, findings, and recommendations for further action, if necessary.

### *Geotechnical Engineering Services*

- Perform research on the site soils, geology, and mining conditions of proposed site.
- Prepare a Health and Safety plan associated with the preparation, coordination, and execution of any subsurface investigation.
- Establish test-boring locations and stakeout site accordingly.
- Perform geotechnical test drilling to identify subsurface conditions related to future locations of proposed buildings, roads and utilities.
- Provide monitoring of all drilling operations.

- Provide infiltration testing in conjunction with the drilling program in the location of any stormwater ponds, structures, or basins.
- Perform geotechnical testing and analysis on selected soil samples based on materials encountered to determine loading conditions, bearing capacity, and potential for settlement or expansion.
- Provide geotechnical report and infiltration report summarizing the data obtained during testing and present conclusions and recommendations accordingly.

#### *Wetland and Stream Assessment*

- Conduct on-site inspection to determine the presence or absence of wetlands and streams within the subject area.
- Review mapping resources to identify potential wetlands and streams and prepare an assessment and provide recommendations according to findings.

#### *Transportation Engineering Services*

- Schedule Transportation Scoping Meeting and work with the city's Transportation Systems Director to integrate on-site roads, sidewalks and bike lanes with existing infrastructure.

#### *Sustainability*

- Prepare a transit access/connectivity plan to accommodate on-site public transportation.
- Provide alternate options for Neighborhood scale shared EV charging.
- Provide additional recommendations on utilization of sustainable building materials and alternative energy options.

#### *Civil Engineering Due Diligence*

- Site Reconnaissance in order to become familiar with site conditions, infrastructure information, and other existing conditions.
- Review current City of Auburn Zoning, Subdivision, and Land Development ordinances, Stormwater Management ordinances, and any additional zoning provisions deemed relevant to the project.
- Schedule and attend a City of Auburn pre-application meeting with the City Department of Planning & Permitting and confirm the design review process.
- Coordinate site plan layout and design with the Androscoggin Land Trust (ALT) including consultation meetings and design review process to coordinate with ALT throughout the design process.
- Ensuring compatibility with community expectations by reviewing and referencing existing plans to include but not limited to:
  - City of Auburn Comprehensive Plan
  - 2010 New Auburn Master Plan
  - 1990 Planning Board Approved Winter Oaks Housing Development Plan
  - AWD 2022 New Auburn Public Water System Extension Study

- ASD 2023 New Auburn & Washington St Sewer Routing Study
- Prepare Conceptual Design plan in coordination with city staff including Public Works, Police and Rescue, the development team and Auburn Community Development Office.

#### *Preliminary Utility Coordination*

- Meet with all public utilities to review scope of proposed project and gather information about existing conditions and current utility connections.
- Review existing capacity studies and capacity estimates as required by the local water and sewer authority.
- Meetings with city staff, ALT and the development team will be required as part of the conceptual design process and by the project. Presenting proposals and collecting community feedback during public hearings and listening sessions will be an essential part of the design and approval process.

In your proposal, please consider any additional items not mentioned in the requested scope to be deemed “as necessary” for project completion.

### **PROPOSAL REQUIREMENTS**

The Consultant shall submit a proposal that includes a technical section and a fee section, bound within one document. The **Technical Proposal** shall address the following specific issues:

1. A written narrative description of the Consultant’s plan for managing the project including tasks to be performed by subconsultants; Include Consultant and subconsultant experience with similar type projects and key staff resumes.
2. Experience with similar projects, public planning processes and experience working within the City is essential to the project. Provide a detailed explanation of prior experience.
3. A Project Schedule indicating the projected duration of the major tasks and subtasks identified in the scope of work shall be included.
4. A discussion about the Consultant’s current workload and the availability of staff to deliver this project on schedule shall be included.
5. Minority and Women-Owned Business Participation. Indicate how your firm would propose to incorporate minority and women-owned business (MWBE) participation into this project. The city is committed to providing equal employment opportunities to minorities and women and equal opportunities for business growth and development to minority and women entrepreneurs.
6. Explain sketch plan phase (30%)
7. Preliminary plan (75%)
8. Final plan (100%)
9. Scope of Services be covered by professional in the discipline to include PLS, PE (Civil, Geotech, Transportation), and Wetland Scientist.

The **Fee Proposal** shall identify the derivation of the total fee by indicating:

1. The level of effort in estimated billable hours for the various tasks/ subtasks;
2. Job classifications and hourly rates applied to the work tasks;
3. Assumptions made in estimating time and costs;
4. Total Cost Summary

### **CONSULTANT SELECTION CRITERIA**

Selection for this assignment will be made based on the following criteria:

1. Qualifications of the staff and subcontractors assigned to the project and their professional experience with similar type projects (12%)
2. Quality of previous design work and its relevance to this design brief (12%)
3. Organization and management of the project, including proposed process/engagement with client and stakeholders (12%)
4. Previous experience of the project team in incorporating sustainability into its projects (12%)
5. Project design schedule and perceived ability to meet the schedule (12%)
6. Fee proposal (40%)

### **CONDITIONS AND INSTRUCTIONS TO BIDDERS**

1. Submission of your bid must be in a **sealed** envelope marked **2024-017 Winter Oaks Master Plan**. Fee Proposals should be submitted in a **separate sealed envelope**.
2. Bid proposals must be completed in full, in ink and must be signed by firm officials. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
3. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at the bid opening.
5. The City of Auburn reserves the right to eliminate any task(s) from the scope of work/bid prior to any contractual agreements as the City deems best for the interest of the owner or any budgeting constraints.

6. The City of Auburn reserves the right to waive any formality and technicality in bids, whichever is deemed best for the interest of the owner. Generally, awards will be made to the lowest responsible bidder. The owner, however, reserves the right to accept or reject any or all bids in whole or in part. In awarding a bid, the owner may consider but is not limited to the following factors: price and completion date.
7. Contractors **must** be current on all amounts due to the City of Auburn.
8. The contractor must be current with licenses and certifications and must have valid certificates of all required insurance prior to the City entering into any contractual agreement. Copies of required insurance and licenses relevant to the scope of work shall be included in the bid response package. Failure to include these documents may disqualify the proposal as incomplete.
9. Contractors are responsible for obtaining any required permits and must include the cost in their bid.
10. No contract may be assigned to a subcontractor without the written consent of the owner and City Staff. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.
11. The selected contractor will be required to sign a construction contract. If you have not already reviewed the City of Auburn's contract, please ask to see it prior to submitting a bid.
12. Construction must begin within 90 days of the bid award. Failure to begin construction within this time frame will void the contract, and the project will be rebid.

## **General Conditions**

### **1. Equal Employment Opportunity**

The City of Auburn is an Equal Opportunity Employer and shall not discriminate against an applicant for employment, and employee or a citizen because of race, color, sex, marital status, physical and/or mental handicap, religion, age, ancestry, or natural origin, unless based upon a bona-fide occupation qualification. Vendors and contractor or their agents doing business with the City shall not violate the above clause or the Civil Rights Acts of 1964. Violations by vendors shall be reviewed on a case-by-case basis and may mean an automatic breach of contract or service to the City of Auburn.

### **2. Save Harmless**

The Bidder agrees to protect and save harmless the owner from all costs, expenses or damages that may arise out of alleged infringement of patents of materials used.

### **3. Subcontracting**

The Bidder shall not subcontract any part of the work or materials or assign any monies due it without first obtaining the written consent of the municipality. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

### **4. Warranty**

The Bidder warrants that all work will be of good quality and free from faults and defects, and in conformance with the specifications. All work not so conforming to these standards may be considered defective. The Bidder agrees to be responsible for the acts and omissions of all of its employees and all subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Bidder.

**BID PROPOSAL FORM**

**Due:** Tuesday February 27, 2024

**To:** City of Auburn  
Amanda Denning  
Purchasing Analyst  
60 Court Street  
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for thirty days (30) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, or firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn, Maine.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Company \_\_\_\_\_

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

STATE OF MAINE

\_\_\_\_\_, SS.

Date: \_\_\_\_\_

Personally, appeared \_\_\_\_\_ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

\_\_\_\_\_  
Notary Public

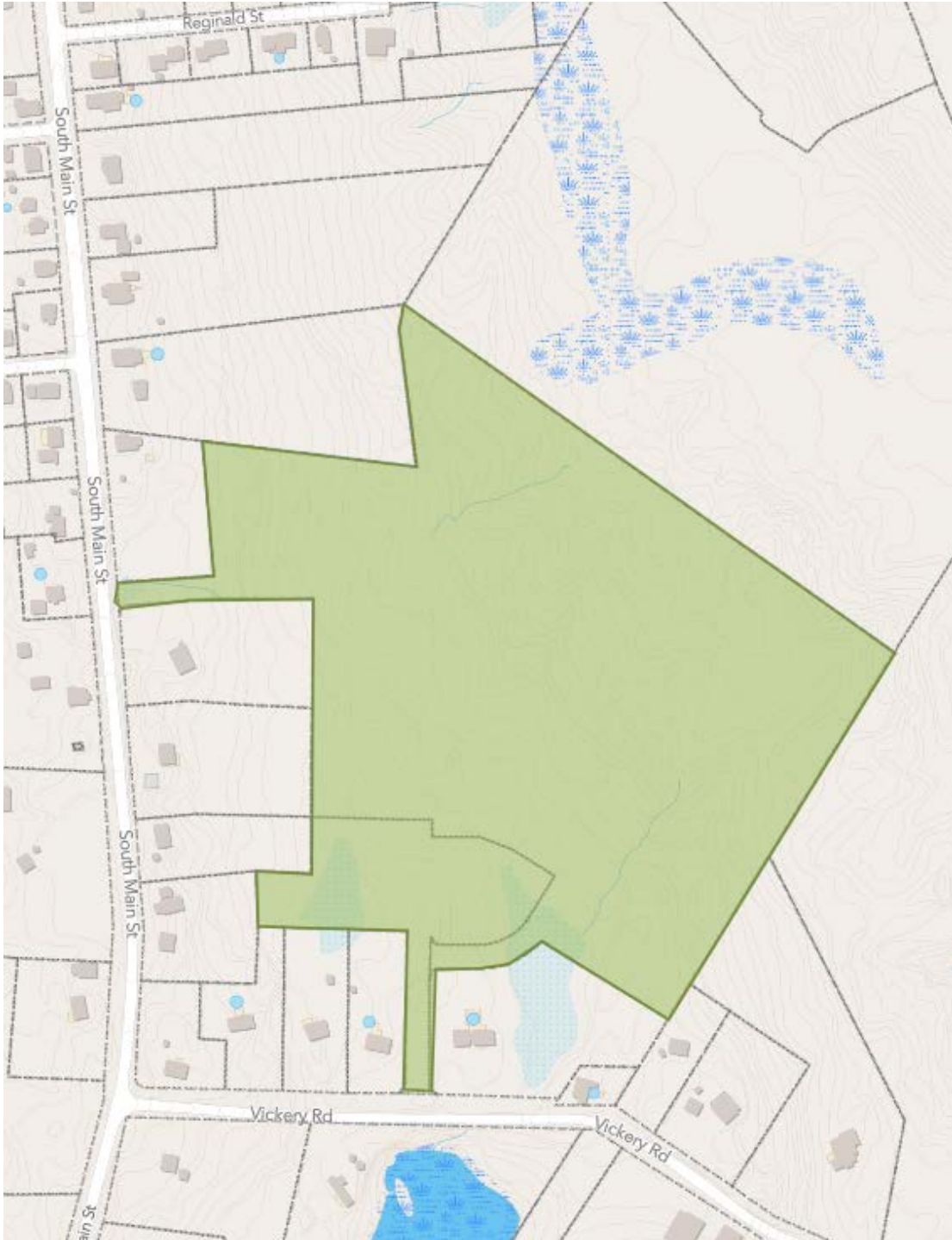
\_\_\_\_\_  
Print Name

Commission Expires \_\_\_\_\_



**ATTACHMENT A:**

**Site Location  
Parcels 191-101 and 183-029**



# Concept Plan



## Winter Oaks Housing Development PRO Housing Application Proposal

Total project proposes 100 mixed income residential units providing for:

- 56 new Homeowners
- 44 new rental units
- 1 new childcare facility
- 1 new community facility
- Including emergency warming/cooling shelter



Androscogin Land Trust managed 25-acre conservation site  
Project to construct accessible trail system for public access

