



City of Auburn, Maine

Office of Planning & Permitting

Eric Cousens, Director

www.auburnmaine.gov | 207.333.6601

60 Court Street, Auburn, Maine 04210

October 7, 2022

Dear Consultant,

The City of Auburn is accepting written **Engineering and Architectural (AE) proposals** for the Planning, Permitting and Code Department's **Shovel Ready Housing Plan**. 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 to 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 Proposal specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Proposal qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Proposal. Vendors/Consultants 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 Proposer.

Please mark sealed envelopes plainly: **Engineering and Architectural (AE) Proposals, Shovel Ready Housing Plans PROPOSAL #2023-009.**

Questions regarding this Request for Proposals should be written and directed to John Blais, Deputy Director of Planning, Permitting and Code, at jblais@auburnmaine.gov.

Please note: To submit Proposal, a required pre-submission meeting will be required to attend on Tuesday, October 18, 2022, at 10:00am in the Community Room, 60 Court Street, Auburn, ME.

Please submit your proposal to the City of Auburn by 2:00 p.m. **Thursday, November 10th, 2022.** Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Derek Belanger, Facilities Manager/Purchasing Agent, 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.

Sincerely,

John Blais
Planning, Permitting and Code

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CONDITIONS AND INSTRUCTIONS TO CONSULTANTS

1. Consultants shall use the enclosed Proposal form for quotations. Whenever, in Proposal forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the Proposal request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. The Proposals must be completed in full, in ink and must be signed by firm official. Proposal **must be notarized** prior to Proposal being sealed and will be disqualified if not notarized. Proposals may be withdrawn prior to the time set for the official opening.
4. Proposals will be opened publicly. Representatives may be present at Proposal opening.
5. Awards will be made to the best scoring Proposal, considering the score of the proposal qualifications criteria, date of delivery, to include cost which meets specification and is in the best interest to the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the Proposal.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the Proposal award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful Proposal.
11. Please state "**Engineering and Architectural (AE) Proposals, Shovel Ready Housing Plans, PROPOSAL #2023-009.**" on submitted, sealed envelope. Please submit your proposal to the City of Auburn by 2:00 p.m. **Thursday, November 10th, 2022.** Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Derek Belanger, Facilities Manager/Purchasing Agent, 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
12. The City of Auburn reserves the right to waive any formality and technicality in Proposals whichever is deemed best for the interest of the City of Auburn.
13. The City of Auburn may reduce the scope pursuant to overall prices.
14. The packet will clearly outline all options that are included in the Proposal to include price.

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 Consultant 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 consultant 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 consultant 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. Unless the subConsultant is identified in the RFP proposal and part of the team.

4. Warranty

The Consultant 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 Consultant agrees to be responsible for the acts and omissions of all of its employees and all subconsultants, their agents and employees, and all other persons performing any of the work under a contract with the Consultant.

5. Safety

The Consultant shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.

The Consultant shall comply with MUTCD standards for work signs and with OSHA for employee highway safety equipment.

The Consultant shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury, or loss to:

- All employees and others on or near the work site.
- Materials and equipment, whether in storage on or off the site, under the care, custody or control of the Consultant or any of its subconsultants.

The Consultant shall give all notices and comply with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the safety of persons or property of their protection from damage, injury, or loss.

SCOPE OF WORK

The City of Auburn intends to use contractual services to perform the following Services:

1. 300 SF Tiny House Design
2. 700 SF (Carriage House) One-story Single-Family Design
3. 1,000 SF (14-20' Narrow House) Single Family Design
4. 1,200 SF (Standard House) Single Family Design
5. 1,780 SF Stacked Duplex Design
6. 2, 640 SF Triple Stacked with Finish Attic Design
7. XXXX SF Small Apartment Complex up to 4-unit design-Architects option

The 7 building designs will include the following; site plan for the most restrictive zoning to include setbacks, required parking, building elevations with façade options, floorplans, foundation plans and framing details to include cross-section structural roof truss or rafter plans, window opening, minimum BTU requirement, cost estimate and cover sheet that list MUBEC adopted codes and standards.

Deliverable will include

- 2021 International Residential Code (IRC)
- 2021 International Building Code (IBC)
- 2021 International Existing Building Code (IEBC)
- 2015 International Energy Conservation Code (IECC)
- 2015 International Mechanical Code (IMC)
- NFPA & ADA Requirement for buildings over 3 or more units.

The CONSULTANT shall provide all labor, materials, equipment, and the maintenance thereof, fuel and oils, etc. necessary to complete the job in a timely fashion. All costs associated with the performance of the contract shall be the sole responsibility of the CONSULTANT and shall be reflected in a "Lump Sum" (LS) per Design package for a total of 8 packages.

Work to be Performed

The Consultant's Scope of Work for this Project includes the following deliverable elements:

1. Sketch plan phase (25% completion)
2. Preliminary plan phase (75% completion)
3. Final plan phase (100% completion)

All work shall be done at such times as the Consultant and City of Auburn shall deem appropriate. Weekly work schedule will be coordinated by the Planning, Permitting and Code Department. Work shall not begin in any area without specific notification of, and approval by the City.

PROGRAM MANAGEMENT

The Contract shall be managed by the Planning, Permitting and Code Department of the City of Auburn. It is expected that informal weekly progress and facilitation meetings will be held with the Consultant, and that a formal concise written progress report may be required from the Consultant

on a no more frequent than bi- weekly basis in a format determined by the Deputy Director, Planning, Permitting and Code or his designee.

Schedule

The City of Auburn intends to have this work performed from December 1, 2022, to February 28, 2023.

PROPOSAL EVALUATION CRITERIA

The City of Auburn will evaluate proposals and select a Consultant based on a combination of the following factors:

- 20% Qualifications and relevant experience of the firm.
- 20% Qualifications and relevant experience of the firm's proposed staff.
- 20% Quality of references from similar work completed recently.
- 20% The extent to which the proposed solution matches the needs of the City of Auburn.
- 20% Cost of associated services requested.

REQUIREMENTS AND FORMAT OF THE PROPOSAL

Consultants responding to this RFP shall submit their proposals, organized and presented as outlined below. Accuracy and completeness are essential. Since the successful proposal will be incorporated into the contract, Consultants are cautioned not to make claims or statements to which they are not prepared to commit to contractually.

The Consultant must provide the following with the proposal:

- Business Name, Contact Information, Owner(s)
- Short History of Business (existing customers, experience, specialties, etc.)
- Proof of Commercial Liability Insurance (listing of City as additional insured will be required)
- List of equipment to be used in performance of specified work

Letter of Transmittal

The Proposal must consist of a letter of transmittal signed by an individual authorized to bind the Consultant contractually. It shall:

- Concisely identify the services offered in the proposal.
- State that the proposal will remain in effect for a period of thirty (30) calendar days after the deadline for submission of proposals.
- Include the name, title, address, telephone number and email address of one or more contact individuals.
- Include the name, title, address, telephone number and email address of one or more individuals who are authorized to sign a contract.

Understanding of the Scope of Work

In this section, Consultant should notify the City of Auburn of any potential difficulties that might arise in implementing the work. The City requires prospective Consultants to **attend a pre-submission meeting will be required to attend on Tuesday, October 18, 2022 at 10:00am in the Community Room, 60 Court Street, Auburn, ME.**

Relevant Experience and Client References

Interested firms should submit one paper copy and one electronic copy of a Letter of Interest with a Statement of Qualifications which includes the firm's response to each of the following criteria.

- A. qualifications to undertake this project;
- B. documented experience with budgets, estimating, and project cost control;
- C. list of projects that demonstrate the firm's capabilities.
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. organization of team and profiles of key personnel who would be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- G. list of business references other than those listed above, including contact information.

SAMPLE AGREEMENT

THIS AGREEMENT is made this ### day of *Month, Year*, by and between the CITY OF AUBURN, a municipal corporation existing under the laws of the State of Maine and located in the County of Androscoggin, State of Maine (hereinafter "CITY"), *Company Name, Address, EIN*, (hereinafter "CONSULTANT"),

WITNESSETH:

In consideration of the mutual covenants and conditions contained herein, the CITY and the CONSULTANT agree as follows:

SPECIFICATIONS:

1. The CONSULTANT shall furnish all of the material and perform all of the work shown on the drawings and described in the specifications entitled: *Proposal # 2023-009 Proposal Title* which are attached hereto and made a part hereof, and the CONSULTANT covenants that it shall do everything required by this Agreement, the Special Provisions of the Agreement, the Invitation to Proposal and the Specifications in return for payment as provided herein.

COMPLETION DATE:

2. The work to be performed under this Agreement shall be commenced by *Month day, year* and fully completed on or before *Month day, year*.

CONTRACT PRICE:

3. The CITY shall pay the CONSULTANT for the performance of the Agreement, the sum of \$*XXX*.

PERFORMANCE BOND:

4. If required by the City, the CONSULTANT shall furnish to the CITY at the time of the execution of this Agreement a performance bond and a labor and material payment bond each in the amount of *\$Dollar amount or N/A (whichever applies)* executed by a surety company satisfactory to the CITY, guaranteeing the performance and payment by the CONSULTANT.

Yes, Required (Initials:) X No, Waived (Initials JAB)

GUARANTEE:

5. The CONSULTANT shall guarantee his work against any defects in workmanship and materials for a period of one year from the date of the CITY’s written acceptance of the project.

PERMITS AND LICENSES:

6. Permits and licenses necessary for the prosecution of the work shall be secured and paid by the CONSULTANT.

CITY’S RIGHT TO TERMINATE CONTRACT:

7. If the CONSULTANT should be adjudged a bankrupt, or if it should make a general assignment for the benefit of creditors, or if a receiver should be appointed on account of its insolvency, or if it should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if it should fail to make prompt payment to subconsultants or for material or labor, or persistently disregard laws, and ordinances, or otherwise be guilty of a substantial violation of any provision of the Agreement, then the CITY when sufficient cause exists to justify such action, may, without prejudice to any other right or remedy and after giving the CONSULTANT, and his surety, seven (7) days written notice, terminate the employment of the CONSULTANT and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. In such case the CONSULTANT shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Agreement price shall exceed the expense of the finishing the work, including compensation for additional architectural, managerial, and administrative services, such excess shall be paid to the CONSULTANT. If such expense shall exceed such unpaid balance, the CONSULTANT shall pay the difference to the CITY.

CONSULTANT’S LIABILITY INSURANCE:

8. The CONSULTANT shall not commence work under this Agreement until he has obtained all insurance required under this paragraph and such insurance has been approved by the CITY, nor shall the CONSULTANT allow any subConsultant to commence work on his subcontract until all similar insurance required of subConsultant has been so obtained and approved. **It is a requirement that the CITY be named as an Additional Insured on the General Liability and Automobile Liability policies.**

(a) **Commercial General Liability** to include products and completed operations, and blanket contractual. The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Per Project Aggregate	\$1,000,000
General Aggregate	\$2,000,000
Products and Completed Operations Aggregate	\$2,000,000
Medical Payments	\$10,000

(b) **Business Automobile Liability**

The CONSULTANT shall maintain and cause all sub-Consultants and lower tier Consultants to maintain business automobile liability insurance covering all owned, non-owned, leased, rented or hired automobiles (symbol 1). The limits of liability shall be as follows:

Bodily Injury and Property Damage	\$1,000,000
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Automobile physical damage coverage shall be at the option of the CONSULTANT, all sub-Consultants and lower tier Consultants. The CITY shall not be liable for physical loss or damage to any owned, non-owned, leased, rented or hired automobile.

(c) Workers' Compensation Insurance

The CONSULTANT shall maintain and cause all sub-Consultants and lower tier Consultant's to maintain Workers' Compensation and Employers Liability in accordance with the laws and regulations of the State of Maine. The limits of liability provided shall be as follows:

Coverage A: Statutory

Coverage B: \$100,000/\$500,000/\$100,000

(d) Professional Liability

If the CONSULTANT is an Architect, Engineer or Surveyor, they shall maintain a policy of insurance to pay on their behalf whatever amounts that may become legally required to pay on account of an error, omission or negligent act.

Limits of Liability shall be as follows:

\$1,000,000 per occurrence and in the aggregate site specific.

It is a requirement that this policy be maintained for a period of three (3) years following completion of the project.

(e) Certificates of Insurance of the types and in the amounts required shall be delivered to the CITY prior to the commencement of any work by the CONSULTANT, subConsultant or lower tier Consultant or any person or entity working at the direction or under control of the CONSULTANT. The CONSULTANT shall assume the obligation and responsibility to confirm insurance coverage for all sub-Consultants or lower tier Consultants who will participate in the project.

(f) The Certificate of Insurance and the policies of insurance shall include a sixty (60) day notice to the CITY of cancellation, non-renewal or material change in coverage or form.

(g) The CONSULTANT and his surety shall indemnify and save harmless the CITY, his officers and employees from all suits, actions or claims of any character brought because of any injuries or damage received or sustained by any person, persons or property on account of the operations of the said CONSULTANT; or on account of or in consequence of any neglect in safeguarding the work; or through use of unacceptable materials in construction of the work; or because of any act or omission, neglect, or misconduct of said CONSULTANT; or because of any claims or amounts recovered from any infringements or patent trademark, or copyright; or from any claims or amounts arising or recovered under the "Workmen's Compensation Act" or of any other law, ordinance, order or decree; and so much of the money due to the said CONSULTANT under and by virtue of his/her contract as shall be considered necessary by the CITY for such purpose, may be retained; or in case no money is due, his surety may be held until such suit or suits, action or actions, claim or claims, for injuries or damages as aforesaid shall have been settled and suitable evidence to that effect furnished to the CITY.

(h) Waiver of Subrogation

Payment of any claim or suit including any expenses incurred in connection therewith by the CITY, or any insurance company on behalf of the CITY shall not constitute a waiver of subrogation against the CONSULTANT, sub-Consultants or any lower tier Consultant in the event

that such claim or suit was caused by or contributed to as a result of the negligent acts of the CONSULTANT, any sub-Consultants or lower tier Consultants.

(i) Construction Agreement

The CONSULTANT shall and does hereby agree to indemnify, save harmless and defend the CITY from the payment of any sum or sums of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property, caused by the CONSULTANT, his employees, agents or sub-Consultants or in any way attributable to the performance and execution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and suppliers, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorney's fees, costs of investigation and defense. It is the intention of this paragraph to hold the CONSULTANT responsible for the payment of any and all claims, suits, or liens, of any nature character in any way attributable to or asserted against the CITY, or the CITY and the CONSULTANT, which the City may be required to pay. In the event the liability of the CONSULTANT shall arise by reason of the sole negligence of the CITY and/or the sole negligence of the CITY's agents, servants or employees, then and only then, the CONSULTANT shall not be liable under the provisions of this paragraph.

DAMAGES:

9. The CONSULTANT shall defend, indemnify and save harmless the CITY and all persons acting for or on behalf of it against all claims for injuries (including death), loss or damage, arising out of the performance out this contract.

LIENS:

10. Neither the final payment nor any part of the retained percentage shall become due until the CONSULTANT, if required, shall deliver to the CITY a complete release of all liens arising out of the Agreement, or receipts in full in lieu thereof and, if required in either case, an affidavit that so far as it has knowledge or information the releases and receipts include all the labor and material for which a lien could be filed; but the CONSULTANT may, if any SUB-CONSULTANT refuses to furnish a release or receipt in full, furnish a bond satisfactory to the CITY to indemnify it against any lien. If any lien remains unsatisfied after all payment are made, the CONSULTANT shall refund to the CITY all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

ASSIGNMENT:

11. Neither party to the Agreement shall assign the Agreement or sublet it as a whole without the written consent of the other, nor shall the CONSULTANT assign any moneys due or to become due to it hereunder, without the previous written consent of the CITY.

SUBCONTRACTS:

12. The CONSULTANT shall not sublet any part of this Agreement without the written permission of the CITY. The CONSULTANT agrees that it is as fully responsible to the CITY for the acts and omissions of its SUB-CONSULTANTS and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by it.

USE OF PREMISES:

13. The CONSULTANT shall confine its apparatus, the storage of materials and operations of its workers to limits indicated by law, ordinance and permits and shall not otherwise unreasonably encumber the premises with materials. If any part of the project is completed and ready for use, the CITY may, by written and mutual consent, without prejudice to any of its rights or the rights of the CONSULTANT, enter in and make use of such completed parts of the project. Such use or occupancy shall in no case be construed as an acceptance of any work or materials.

CLEANING UP:

14. The CONSULTANT shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its employees or work, and at the completion of the work it shall remove all its rubbish from and about the project, and all its tools, scaffolding and surplus materials and shall leave its work "broom-clean" or its equivalent, unless more exactly specified. In case of dispute, the CITY may remove the rubbish and charge the cost to the CONSULTANT.

PAYMENTS:

15. Unless otherwise agreed to, the CITY shall make payments on account of the Agreement as follows: Within 30 days, as invoices are submitted for work completed to the satisfaction of the CITY.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

BY: _____

BY:

Witness

Finance Director

BY: _____

BY: _____

Witness
Consultant

PROPOSAL FORM
Due: Thursday, November 10, 2022

To: CITY OF AUBURN, MAINE
Derek Belanger, Facilities Manager/Purchasing Agent
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 Proposal form, the firm listed below hereby affirms that its Proposal meets the minimum specifications and standards as listed above.

Signature _____ Name (print) _____

Title _____ Company _____

Address _____

Telephone No. _____ Fax No. _____

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 _____

Engineering & Architectural (AE) Proposals, Shovel Ready Housing Plans Proposal

PROPOSAL SCHEDULE 2022

:

1. 300 SF **Tiny House Design Package:** _____
2. 700 SF **(Carriage House) One-story Single-Family Design Package:** _____
3. 1,000 SF **(14-20' Narrow House) Single Family Design Package:** _____
4. 1,200 SF **(Standard House) Single Family Design Package:** _____
5. 1,780 SF **Stacked Duplex Design Package:** _____
6. 2, 640 SF **Triple Stacked with Finish Attic Design Package:** _____
7. XXXX SF **Architects choice up to 4 Units Design Package:** _____

TOTAL COST: _____

The (7) building design packages will include the following; (7) site plans for the most restrictive zoning to include setbacks and required parking, (7) building elevations with façade options, (7) floorplans, (7) foundation plans, (7) framing details to include cross-section structural roof truss or rafter plans, (7) window opening plans, (7) minimum BTU requirement, (8) cost estimates, (7) cover sheet that list MUBEC adopted codes and standards.

- 2021 International Residential Code (IRC)
- 2021 International Building Code (IBC)
- 2021 International Existing Building Code (IEBC)
- 2015 International Energy Conservation Code (IECC)
- 2015 International Mechanical Code (IMC)
- NFPA & ADA Requirement for buildings over 3 or more unit