

City of Auburn, Maine

"Maine's City of Opportunity"

Community Development Program



October 25, 2013

Dear Consultant:

The City of Auburn is accepting written proposals for **landscape architectural services to conduct citizen participation and develop a site plan for Lake Grove Recreational Facility**. 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 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 Consultant. Consultants shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly: **"Lake Grove Landscape Architectural Services – Bid #2014-018"**. Proposal instructions will be available beginning on Friday, October 25th, 2013. Documents can be obtained electronically on the City of Auburn's website <http://www.auburnmaine.gov/Pages/Government/Bid-Notices>. Questions regarding this Request for Proposals should be directed to Reine Mynahan, Community Development Director, at rmynahan@auburnmaine.gov or telephone 207-333-6601 ext. 1330.

Please submit your proposal to the City of Auburn by 2:00 p.m. **Thursday, November 14th, 2013**. Proposals must be delivered to **Derek Boulanger, 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. Proposals will be opened at 2:00 p.m. on that date.

Sincerely,

Derek Boulanger
Facilities Manager/Purchasing Agent

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REQUEST FOR PROPOSALS LAKE GROVE RECREATION FACILITY

I. INTRODUCTION

The City of Auburn (the City) intends to construct a neighborhood park on a small parcel located at 24 Fair Street in Auburn, Maine (see Appendix A for location of property). The area, 4 acres, will be used as a neighborhood recreation facility. Since water quality testing of the adjacent water body has not met safety standards for swimming, development activities will exclude swimming.

The City is soliciting proposals for landscape architectural services to obtain neighborhood input and develop a concept plan for the area. The City will not require surveying for topography or to determine the boundaries of the lot. The City will be responsible for producing its own construction drawings/specifications to build the improvements.

II. INSTRUCTIONS TO INTERESTED PARTIES

The terms firm or consultant may be used interchangeably and shall mean any person, partnership, association, corporation, or other entity, which is submitting a proposal to undertake this work.

Consultants wishing to be considered shall comply with all instructions included herein. In addition, all prospective consultants shall comply with federal requirements contained in Part V of this document.

A. Eligible Consultants

Eligible consultants shall be able to demonstrate ability to carry out the assignment. It shall be the responsibility of the consultant to demonstrate that all persons to be assigned to this work have the skills necessary to complete it.

B. Proposal Format

Proposals shall contain the following information:

1. A description of services to be provided;
2. Name, place of residence, business address and telephone number, resume of all responsible personnel participating in this appraisal, and specify principal to be in charge;
3. Compensation broken down by tasks;
4. IRS employer and DUNS number of consultant;
5. Examples of past work done by the responsible personnel;
6. References;

C. Receiving Proposals

Proposals will be received by the Facilities/Purchasing Manager until **2:00 p.m., Thursday, November 14, 2013** at the office of Financial Services, Auburn Hall, 60 Court Street, Auburn, Maine after which time all further proposal submissions will be refused by the City. Four proposals should be delivered in an envelope that is marked "**Landscape Architectural Services for Lake Grove Recreation Facility, Bid 2014-018**".

D. Withdrawal of Proposals

Any consultant may withdraw its proposal prior to the execution of a contract for services.

E. Contract Performance

Consulting services for this project shall be complete by February 1, 2014.

F. Collusive Agreements

Each consultant submitting a proposal to the City for this contract shall state that the proposal is made without any connection with any other consultant making any proposal for the same work; and that no person acting for, or employed by the City of Auburn, is directly or indirectly interested in the proposal or in any contract which may be entered into which the proposal relates, or in any portion of the profits therefrom.

G. Conflict of Interest

The consultant shall certify that neither the consultant's firm nor its employees has any interest, financial or otherwise, beyond that which is to be specified.

H. Prohibition Against Payments of Bonus or Commission

The consultant shall not pay any bonus or commission for the purpose of obtaining the City's approval to receiving a consulting services contract.

I. Inspection of Site

Consultants should visit the area and fully acquaint themselves with the existing conditions and should inform themselves as to the facilities involved, the difficulties, and the restrictions attending to the performance of a contract. The consultant shall in no case be relieved of any contractual obligation due to failure to receive or examine any form or legal instrument or to visit the site and become acquainted with the existing conditions.

J. Insurance

The City will require that the consultant have insurance during the term of the contract as follows:

1. Statutory Workers Compensation
2. General Liability General Aggregate (\$2,000,000 minimum)
3. Automobile (\$1,000,000 minimum)
4. Employers Liability Insurance (\$1,000,000 minimum)

Consultants will name the City as an additional insured under its policies and will provide a Certificate of Insurance with provisions for a thirty day cancellation notice to the City.

III. SELECTION PROCESS

The selection of a consultant will be based on the proposal that best serves the interests of the City. The City will take into consideration the cost, the ability of the consultant to carry out the work in the allotted time, the firm's history of performance on similar or previous projects, and recommendations and opinions from firm's previous clients. The City reserves the right to reject any or all proposals, or to waive any irregularities.

IV. TASKS TO BE COMPLETED

The Consultant will:

- Meet with the Community Development Director, Public Works Director, Recreation Director, and Engineering Department Project Manager to discuss recreation needs, maintenance issues, technical requirements, and budgetary considerations. Consultant will attend one additional meeting with City staff after the first public meeting.
- Hold a neighborhood public meeting to solicit public input on ideas for development of the park.
- Develop a conceptual design to be presented at a neighborhood public meeting.
- Produce a site plan that illustrates the location, size, and type of materials for the planned improvements.
- Provide a cost estimate for all improvements.

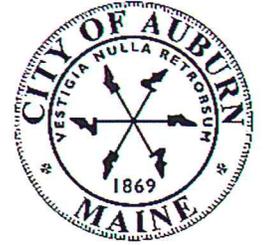
The City will:

- The City will organize the public meetings and send notices.

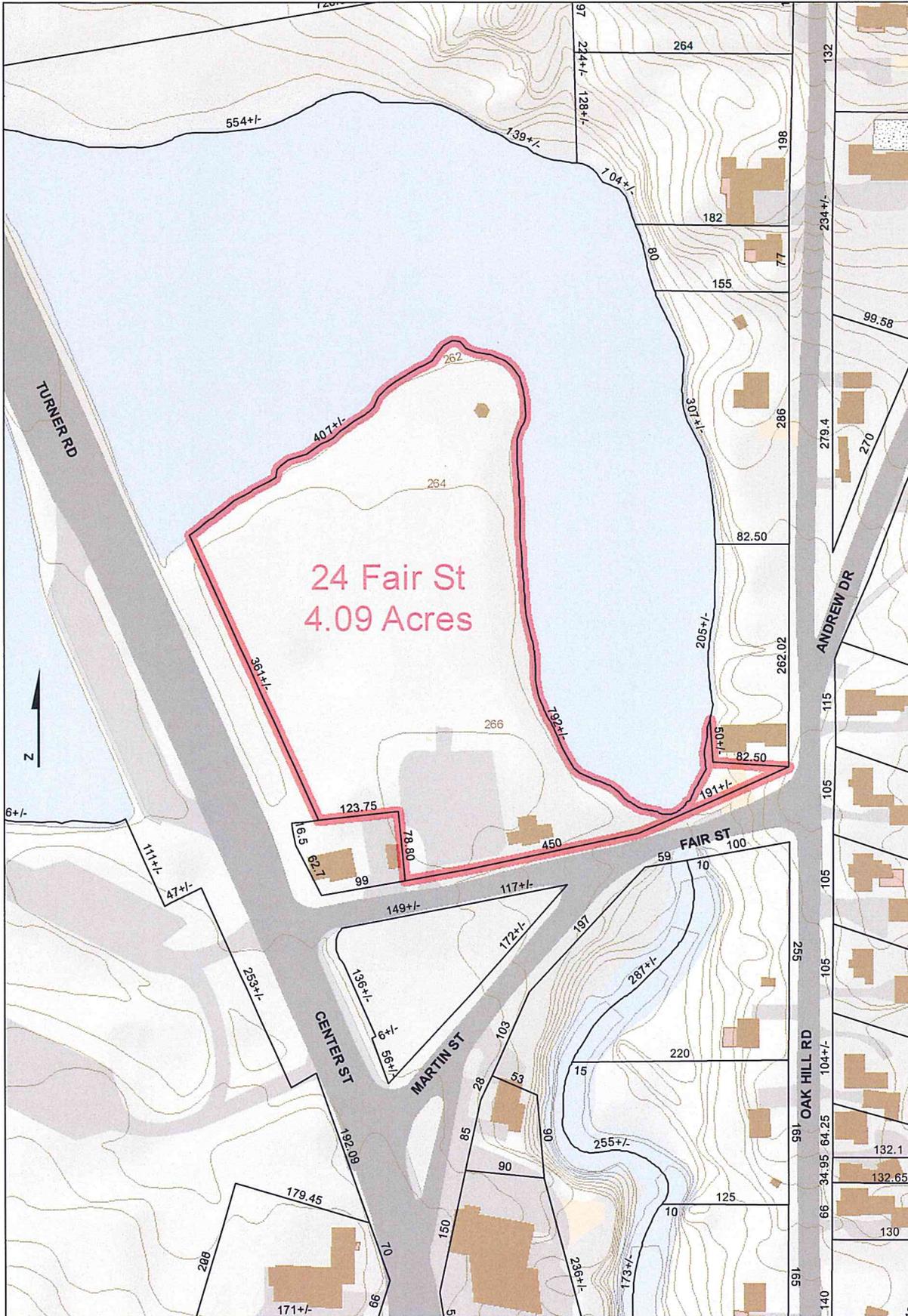
V. COMPLIANCE WITH FEDERAL REGULATIONS

The consultant will be required to comply with all applicable federal regulations, standards and laws of the Community Development Block Grant Program including: OMB Circulars; Civil Rights Act of 1964; Executive Order 11246; Section 3 of the Housing and Urban Development Act of 1968; and Section 109 of the Housing and Community Development Act of 1974.

24 Fair St



City of Auburn
 60 Court St
 Auburn, ME 04210
www.auburnmaine.gov
 207-333-6601



Legend

- 24 Fair St.
- Building
- Cement Pad
- Deck
- Paved areas
- Unpaved areas
- Sidewalks
- 2' Contours
- 264 Elevations
- 105+/- Lot Dimensions

This map was created by Auburn's GIS Department. While every effort has been made to ensure that these data are accurate and reliable, the City of Auburn cannot accept any responsibility for any errors, omissions, or positional accuracy, and therefore, there are no warranties which accompany this product. Users of the information displayed on this map are strongly cautioned to verify all information before making any decisions.

