

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

May 28, 2014

Dear Consultant:

The City of Auburn is accepting Statements of Qualifications/Expression of Interest for **the provision of professional services for the restoration, re-establishment, and rehabilitation of forested and scrub shrub wetlands and control of evasive species to 10.6 acres, and known as the Dingley Estates Pooled Mitigation Site in accordance with the approved Army Corps of Engineers (ACOE) Mitigation Plan entitled "Wetland and Stream Compensation ACOE #NAE-2006-02238"**. The City reserves the right to accept or reject any or all Statement of Qualifications 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 Statement of Qualifications 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 future 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: **"Dingley Estates Pooled Mitigation Site Project – Bid #2014-038"**. 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 Alan S. Manoian, Economic Development Specialist, at amanoian@auburnmaine.gov or telephone 207-333-6601 ext. 1214.

Please submit your proposal to the City of Auburn by 2:00 p.m. **June 13th, 2014**. 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

Request for Qualifications/Expression of Interest

I. PROJECT DESCRIPTION

On behalf of the Auburn Business Development Corporation, Inc. (ABDC), the City of Auburn, Maine is seeking a qualified consultant/firm to provide professional services for the **“restoration, reestablishment, and rehabilitation of forested and scrub shrub wetlands and control of invasive species to 461,736 sq. ft (10.6 acres), and known as the Dingley Estates Pooled Mitigation Site, that were previously dewatered and disturbed through grading, drainage, and associated past agricultural activities”**.

Mitigation, mitigation monitoring, and preservation shall be performed in accordance with the attached mitigation plan entitled, “Wetland and Stream Compensation ACOE #: NAE-2006-02238 (Phase 2) Auburn Industrial Subdivision, off Lewiston Junction Rd., Auburn, ME prepared by Jones Associates, Inc. 63 Tucker Lane, Poland, Maine and dated “May 2012, Revised September 2012”.

In addition, mitigation, mitigation monitoring and preservation shall be performed in accordance with the USACOE **“New England District Compensatory Mitigation Guide”**;
<http://www.nae.usace.army.mil/Portals/74/docs/regulatory/Mitigation/CompensatoryMitigationGuidance.pdf>

USACOE Regulatory Guidance Letter – **Compensatory Mitigation for Losses of Aquatic Resources, Final Rule** – Dept. of the Army 333 CFR Parts 325 and 332
http://www.usace.army.mil/Missions/CivilWorks/RegulatoryProgramandPermits/mitig_info.aspx

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 VI of this document.

REQUEST FOR QUALIFICATIONS and EXPERIENCE REQUIREMENTS

Provide **four (4)** copies of the following information, bound and tabbed according to the following sections.

- A. An overview of the firm with the type of expertise and resources available to their clients. The areas of expertise shall include but are not limited to:
 1. Working knowledge of native and invasive plants of Maine and Androscoggin County;
 2. Working knowledge of Dept. of the Army, Corps of Engineers, Compensatory Mitigation for Losses of Aquatic Resources 33 CFR Parts 325 & 332 (Mitigation Rule);
 3. Working knowledge of the U.S. ACOE New England District Mitigation Guide;
 4. Experience with National Environmental Protection Act (NEPA), U.S. Endangered Species Act and U.S Clean Water Act.
 5. Expertise with developing and implementing wetland delineations and mitigation plans consistent with local, state and federal requirements.
- B. At least three examples of similar type work highlighting comparable projects. Include references: name and telephone number of owner/client. Provide project details including: scope of the work, direct responsibility, duration/timeframe of project, total project cost.
- C. If there are any additional contractual requirements required by your firm to follow your recommended approach they need to be outlined in the RFQ.
- D. Provide a chart showing the parties proposing, their roles/relationships and areas of responsibility, if any. Include the Client on such chart.
- E. Names of individuals who will be responsible for the project along with a description of their role, credentials, capabilities, past experience and a listing of projects similar to this project. Highlight the principal who will be responsible for the project along with the project manager.
- F. Provide at least four client references, if different than those listed on project references (include name and telephone number of client).
- G. Provide recommendations on how fees for service would be arranged.
- H. Contact information should the City have any questions relative to the proposal.
- I. **In a Separate Envelope:** Provide a Rate Schedule for Services.

III. RECEIVING PROPOSALS

Proposals will be received by the Facilities/Purchasing Manager until **2:00 p.m., Friday, June 13th, 2014** 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, Professional Engineering Services Related to: "**Dingley Pooled Mitigation Site Project**", Bid 2014-038".

a. Withdrawal of Proposals

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

b. Contract Performance

Consulting services for this project shall be complete by August 30, 2015.

c. 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 there from.

d. 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.

e. 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.

f. 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.

g. 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.

IV. RATING AND SELECTION PROCESS

1. Technical Proposals will be reviewed and rated using the responses to the information, as follows:
 - Firm's Qualifications (40 points)
 - Firm's Experience (40 points)
 - Firm's References (20 points)
2. The Municipality reserves the right to conduct interviews as necessary to determine the highest-ranked consultant.
3. This is a Qualifications-Based Selection (QBS) process. The review of Technical Proposals and supplemental interviews, if applicable, will be used to select the successful proposer. Once the successful proposer has been selected, an independent estimate prepared by the Municipality will be compared against the successful proposer's Price Proposal, and contract negotiations will begin.

V. TASKS TO BE COMPLETED

The consultant/firm will: Prepare Design and Construction Documents in accordance with the approved Army Corps of Engineers (ACOE) Mitigation Plan entitled "Wetland and Stream Compensation ACOE #NAE-2006-02238"

The consultant's/firm's scope of work and the Mitigation Performance Standards for the ABDC Pooled Mitigation Site shall include:

1. Hydrology

- a. Determine where and how to install eight (8) monitoring wells with automated data logger; locations must be pre-approved by the ACOE.
- b. Design a mitigation system whereby water shall be within 12" of the surface for a minimum of 21 consecutive days in 50% of the years in the area proposed to have hydrology restored by breaking of existing tile drains. This area should be clearly identified on the plan entitled "Overall Compensation Plan Auburn Industrial Subdivision" as proposed wetland restoration/enhancement.
- c. Determine how and where existing drainage tiles shall be broken and plugged at a minimum of every (50) fifty feet. In the event that during the course of breaking the existing drainage tiles the consultant/contractor shall have determined how to install low elevation berm(s) across wetland swales to help detain surface runoff and insure wetland hydrology is evenly dispersed laterally but not impounded. Construction berm(s) shall be designed in order to accommodate a planting of woody vegetation to provide added aerial coverage.

2. Vegetation

- a. Design a mitigation system whereby native species of woody vegetation (trees and shrubs) will be provided for a minimum aerial coverage of 60% of the projected wetland area and 50% of the upland area buffer within 100' of the anticipated wetland boundary. In the project area, no area without woody coverage shall exceed 0.1 acre.
- b. Design a mitigation system whereby native species of woody vegetation (trees and shrubs) must provide a minimum aerial coverage of 50% of the upland area buffer within 100' of the anticipated wetland boundary. In this upland buffer no areas without woody coverage shall exceed 0.25 acre. To insure the required 50% aerial coverage in the upland buffer areas within 100' of the anticipated wetland is attained by the end of the ten (10) year monitoring period, those areas shall be planted with seedlings of native trees and/or shrubs.
- c. Determine how and where to plant wetland species within Reed Canary Grass invasive area:
A combination of the following species to be planted (**size 16''-24''**)

(Total Density of combined species =>**600/acre**)

- Balsam Fir
- Red Maple
- Speckled Alder
- Red Osier Dogwood
- Black Willow
- Arrow wood
- Buttonbush
- Winterberry
- Nannyberry

VI. 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.