

City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services

June 4, 2015

To All Interested and Qualified Consultants,



The City of Auburn, a municipal corporation (hereinafter "the City") is accepting written proposals for consulting services for the initial phase of the redevelopment of New Auburn Village Center. This project is described in the 2014 New Auburn Village Center Plan (NAVCP) and is broken down into 2 distinct but closely related parts:

PART 1- The preparation of a detailed site plan; construction plans, technical specifications, cost estimates and any necessary permits for new "Riverway" Road in New Auburn

PART 2- The preparation of a detailed site plan; construction plans, technical specifications, cost estimates and any necessary permits for a new signature park; the New Auburn Greenway.

These 2 projects are physically adjacent to each other and must relate and be coordinated with each other. Because of different funding sources, the costs for part 1 and part 2 must be separated completely. The proposals are due on **Thursday, July 2, 2015 at 2 p.m.**

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 is necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City 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: the cost, the Consultant's performance on similar projects, recommendations and opinions from previous clients, and financial standing with the City. Consultants shall be current on all amounts due to the City prior to the City entering into a contract.

Proposals must be submitted in accordance with the following instructions. Please mark sealed envelopes plainly: **"New Auburn Riverway and Greenway Consulting Services – Bid 2015-017"**.

Documents and reference materials can be obtained electronically on the City of Auburn's website <http://www.auburnmaine.gov/Pages/Government/Bid-Notices>. Inquiries regarding this Request for Proposals should be directed to Derek Boulanger, Facilities Manager for the City of Auburn, via email at dboulanger@auburnmaine.gov or telephone (207) 333-6601, ext. 1135.

A mandatory site walk and pre-bid meeting will be held on **Friday, June 19, 2015 at 1:30 pm.**

Seven copies of the proposal must be delivered on or before **Thursday, July 2, 2015 at 2 p.m.**
to:

Derek Boulanger, Facilities Manager
60 Court Street
Auburn, Maine 04210

Phone: (207) 333-6601, ext. 1135
Email: dboulanger@auburnmaine.gov

Proposals will be opened on **Thursday, July 2, 2015 at 2 pm.**

No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger
Facilities Manager

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I. INTRODUCTION

The City of Auburn completed a small area plan entitled the “New Auburn Village Center Plan” (NAVCP), which was adopted by the City Council in February 2015 as an amendment to the City’s 2010 Comprehensive Plan. The first implementation phase recommended in the NAVCP is the construction of the “Riverway” (a new road) and a signature, linear Greenway Park adjacent to the Androscoggin and Little Androscoggin Rivers. All parts of this project should comply with and reflect the **Value and Purpose Statement** of the New Auburn Village Center Plan. In addition, proposers are encouraged to be creative go beyond these visioning statements.

“New Auburn Village Center is a thriving, walkable community. It is a place, a destination, a gateway and an inviting entrance to downtown Auburn. The compact center is safe, inviting and home to restaurants, shops, markets and services. Strategic investments in the public realm such as parking, streetscapes, transportation improvements and the expanded Little Androscoggin Park demonstrate an ongoing commitment on behalf of the City to make smart choices that have exponential returns. The placemaking opportunities of economic development are carefully considered when proactively working with the private sector. It is understood that each development or redevelopment is part of a bigger picture of revitalizing New Auburn Village Center as a neighborhood of urban streets, buildings and public spaces. By making a place inviting to people, a place is made that is inviting to businesses and attractive for new investment. Over the past several decades, neighborhood businesses including restaurants, shops, a bank and a hardware store have closed their doors. It is evident that the tendency to build public infrastructure favoring pass through commuters and the automobile at the expense of pedestrian needs has played a role in the changing economic conditions and will need to be considered if renewed investment is desired. The New Auburn Village Center Study will be a success when residents see the role the past can play in a new economy and change is measured by increased community vitality, new investment and growing property values.” (NAVCP pg. 25)

The “Riverway” will begin at the current intersection of Mill and Second Street (See map on page 10 of this RFP) and the signature Greenway Park (and trail), which will begin near the Lown bridge on Broad Street and terminate at Main Street adjacent to the Little Androscoggin River (see map on page 11).

THE “RIVERWAY”- The “Riverway” is an important feature of the NAVCP. The Plan describes the Riverway as *“a quiet, pedestrian-friendly Street with a park running along the Little Androscoggin to the confluence. The Riverway and adjacent buildings are raised out of the flood plain. One can envision closing the Riverway for special events that fill the street and the Little Andy Park.” (NAVCP pg. 142).*

THE “GREENWAY”- *“Along the riverfront between the Lown Peace Bridge and the South Main Street Bridge, the floodplain has been reclaimed as open space with parks, trails, and public access points along the Androscoggin and Little Androscoggin Rivers that provide opportunities for river viewing, walking, swimming, bank fishing, and boating.” (NAVCP pg. 5)* *“This park has a less urban feel than the Riverwalk along the Androscoggin Block and is also an area that can absorb storm events as it is in the flood plain.” (NAVCP pg. 142)*

The City has also been pursuing white water rafting in this section of the Little Androscoggin River and is looking for other creative ways for the Greenway to interact with the Riverway.

The City is soliciting proposals for: engineering/landscape architectural services for these 2 project components, obtain neighborhood input on a concept plan, and to produce 2 separate but related sets of drawings, technical specifications and cost estimates. Each component has different funding sources and will therefore require separate bids and accounting tracks.

II. INSTRUCTIONS TO INTERESTED PARTIES

A. Receiving Proposals

Proposals will be received on **Thursday, July 2, 2015 until 2 pm** at the Finance Department, Auburn City Building, 60 Court Street, Auburn, ME 04210, after which time all further proposal submissions will be refused by the City. Seven proposals will be delivered in an envelope that is marked:

“New Auburn Riverway and Greenway Consulting Services – Bid 2015-017”.

B. Contract Performance

The preliminary cost estimates, site plans, drawings, public meetings and technical specifications for the 2 project parts shall be completed by **Friday, December 4, 2015**. Final work, including permitting on this project shall be complete by **Friday, February 5, 2016**.

C. 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.

D. 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.

E. Inspection of Site and Familiarity with the Design Intent

A **Mandatory** Site Visit and Pre-Bid Meeting will be held on **Friday, June 19, 2015 at 1:30**. Interested consultants will have an opportunity to visit the area and fully acquaint themselves with the existing conditions and the facilities involved, and the difficulties and restrictions attending to the performance of a contract.

In addition to the mandatory site visit, prospective consultants should also review the adopted 2014 New Auburn Village Center Plan (NAVCP) to better understand the design concepts for the “Riverway” and Greenway. Additional reference materials for this

project are available on line at: <http://www.auburnmaine.gov/Pages/Government/Bid-Notices>, which including the NAVCP, which has relevant sections highlighted.

F. 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.

G. Proposal Format

Proposals shall contain, at a minimum, the following information:

1. Cover letter from a principal of the firm submitting the proposal, including a signature, on behalf of their company or consortium;
2. A summary of the firm's background and experience. Include three examples of similar projects for comparable projects done by the firm;
3. Name, business address, email, fax and telephone number, and resume of all responsible (lead) personnel participating in this project and specify the principal to be in charge;
4. Examples of past work done by the responsible (lead) personnel;
5. A description of services to be provided, a timeline and work schedule, and the approach to complete the tasks;
6. A list of 3 to 5 references which can attest to the firm's work experience and expertise;
7. Listing of subcontractors who would be engaged by the Consultant for this project and their qualifications.
8. Any other information that would be useful to the City in evaluating your proposal.
9. Compensation broken down by the 2 Project Parts (1. Riverway and 2. Greenway) and associated tasks;
10. Hourly fees with standard billing rates;
11. IRS employer ID number; and
12. DUNS number of consultant.

III. SELECTION PROCESS

The selection of a consultant will be based on the proposal that best serves the interests of the City. The City reserves the right to accept any proposal, in whole or in part, to achieve the best

outcome as determined by the City at its sole discretion. The City also reserves the right to reject any or all proposals, or to waive any irregularities.

Proposals will be opened on **Thursday, July 2nd**, then reviewed and ranked by City of Auburn staff including the Facilities Manager, Community Development Director, Director and Deputy Director of Planning and Development, the City Planner and the City Engineer in accordance to the criteria listed below. Following the evaluation, the City may conduct interviews with the highest rated proposals to clearly understand qualifications and the submitted proposal prior to awarding a contract. If required, potential consultants will be called in for an interview on **Wednesday, July 8th**. If a consultant is not available on that date, a date for an alternate interview will be held on **Thursday, July 9th**.

Selection Criteria:

- A. Specific experience with similar projects (30 points)
- B. Background and experience of staff members who would be assigned to the job (30 points)
- C. References (10 points)
- D. Fee (30 points)\

Please be sure to specifically address the selection criteria noted above in your proposal.

IV. TASKS AND DELIVERABLES OF THE CONSULTANT

A. Schematic Design/Site Plan

1. Meet with the City of Auburn team to discuss, site conditions, maintenance issues, technical requirements, and budgetary considerations. The work will respond to the plans according to the New Auburn Village Center Study completed by T Y Lin International.
2. Develop a conceptual design including separate “Riverway” and Greenway perspectives and elevations for presentation at a public meeting.
3. Attend and present conceptual designs at two evening resident meetings.
4. Produce 2 separate, matching site plans that illustrate the location, size, and type of materials for the planned “Riverway” and Greenway improvements.
 - 1.) The “Riverway” plans will include cross sections, construction standards for the street and sidewalks, storm drainage infrastructure, on-street parking, streetscape elements, pedestrian connections to the Greenway, vehicular connections to a proposed interior parking lot and intersection improvements at Mill and Broad Streets;

- 2.) The Greenway plans will include a walking path, parking area, carry-in launch, lighting, landscaping, fencing, and park amenities. Both site plans shall be coordinated with each other.
5. Provide separate cost estimates for the “Riverway” and Greenway improvements.
6. Apply for and obtain all necessary permits, including LOMA Fill Permits, to meet all State and Federal regulations.

B. Construction Documents

Produce separate “Riverway” and Greenway drawings and technical specifications, in accordance with MDOT standard specifications, in sufficient detail to accurately locate all site features, utilities, materials, sizes, etc. to ensure proper interpretation and construction.

All questions shall be directed to

Derek Boulanger, Facilities Manager for the City of Auburn, via email at dboulanger@auburnmaine.gov or by telephone (207) 333-6601, ext. 1135.

V. COMPLIANCE WITH FEDERAL REGULATIONS

Services under this contract are funded by the Community Development Block Grant Program and are subject to the following regulations.

- A. 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. Consultants and subconsultants 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.
- B. 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.
- C. 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.
- D. 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 subcontractors, their agents and employees, and all other persons performing any of the work under a contract with the Consultant.

- E. Other Federal Regulations:** The Consultant will be required to comply with all applicable federal regulations, standards and laws of the Community Development Block Grant Program, 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.

VII. PROJECT TIMELINE

Mailing of RFP-	Thursday, June 4, 2015
Mandatory Site Visit and Pre-Bid Meeting	Friday, June 19, 2015
Proposals Due	Thursday , July 2, 2015
Proposals Opened	Thursday , July 2, 2015
Interviews	Wednesday, July 8, 2015
Alternate Date	Thursday, July 9, 2015
Selection of Consultant	Thursday, July 9, 2015
Contract Approval at City Council Workshop	Monday, July 20, 2015
Final Contract Approval at City Council Meeting	Monday, August 3, 2015
Preliminary Work Due	Friday, December 4, 2015
Final Work Due	Friday, February 5, 2016

VI. MAPS- New Auburn Village Center Plan Master Plan Concept



New Auburn Village Center Concept Plan

Figure 2: 2014 New Auburn Village Center Master Plan

New Auburn Village Center Study – 8.15.14



Figure 13: 2014 Master Plan Transportation Phasing

New Auburn Village Center Phasing Plan

New Auburn Village Center Study – 8.15.14

BID PROPOSAL FORM
Due Thursday, July 2nd, 2015

To: City of Auburn
Derek Boulanger
Facilities Manager/
Purchasing Agent
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid 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 bid form, the firm listed below hereby affirms that its bid 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 _____