



City of Auburn, Maine

Office of the City Engineer

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

REQUEST FOR QUALIFICATIONS GENERAL CONSULTING SERVICES

January 3, 2017

Dear Bidder:

The City of Auburn is accepting sealed qualifications from firms interested in providing professional services related to General Consulting Services for the City of Auburn Public Services Engineering Division.

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 proposals 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 proposals as public documents. In awarding any Request for Qualifications, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, experience, financial standing with the City, warranties, references, delivery date, and service of Bidder.

Proposals will not receive consideration unless submitted in accordance with the following instructions. The consultant shall submit one original and three (3) copies of the Qualifications Package must be clearly marked: **“Request for Qualifications for General Consulting Services, Bid #2017-017”**.

Questions regarding this Request for Qualifications should be directed to Tony Beaulieu P.E., City Engineer, at (207) 333-6601, ext. 1140.

Completed packages must be delivered by 4:00 p.m. local time on **Tuesday, January 17th, 2017**. 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.

Sincerely,

Derek Boulanger
Facilities Manager/Purchasing Agent

Request for Qualifications For General Consulting Services

Submission Date: January 17, 2017

INTRODUCTION:

The City of Auburn is soliciting Qualifications from consultants to assist the City, over a three year period with the option of a one year extension, with various consulting services in the following disciplines:

- Civil Site Engineering
- Transportation Engineering
- Structural Engineering
- Alternative Site Evaluation and Permitting
- Environmental Site Assessment Materials Testing and Certification
- Landscape Architecture

The assignments will be task related including work in areas of: planning, site development, street, sidewalk, parking lots, water, sewer, and storm drains. It is the intent of the City to select one consultant to provide all of the disciplines.

RANGE OF SERVICES:

Consulting services, in any of the disciplines, may include but are not limited to the following activities:

1. Civil Site Engineering - Survey, CADD, Design, Bid Ready Plans and Specifications, Construction Management — Including Maine Department of Transportation (MDOT) Locally Administered Projects (LAP's), or any combination of the above. Projects could include design for; storm drains, streets, or other typical civil/site design needs.
2. Transportation Engineering — Peer review of traffic permits, traffic studies, support for in house designs involving specific transportation issues.
3. Structural Engineering - Structural evaluation of buildings, bridges and other miscellaneous structural needs.
4. Alternative Site Evaluation and Permitting - Evaluating alternative sites for developing; industrial park or major commercial/business center, wetland mitigation, or mining for sand or gravel, then, developing a plan representing the layout of the preferred site. Preparing permit applications for wetland, site location, or mining.
5. Environmental Site Assessment, Materials Testing and Certification - Phase 1 and Phase 2 Environmental Assessments, Material Testing for Asphalt, Concrete & Soils, and Construction Inspection for both City and MDOT Projects which would require MDOT Certified Asphalt Inspection Services.

6. Landscape Architecture — Hardscape and Streetscape Planning and Design.
7. The firm shall demonstrate its experience as a consultant for civil engineering design, land-use permitting, and administration of municipal solar array projects on buildings, landfills, brownfields, and open spaces.

SCHEDULE:

A tentative proposal selection schedule is as follows:

Receive proposals from consultants	January 17, 2017
Short list consultants	January 23, 2017
Execute Contract	February 6, 2017

The remainder of the schedule will be determined during negotiations with the selected consultant on a task/project basis. It is the intent of the City of Auburn to set the duration of the Contract for **three years (with the option of one year extension)** from the time the contract is signed.

QUALIFICATION PACKAGE

The qualifications submittal shall demonstrate capabilities to perform the various tasks associated with the discipline/s for which they are submitted, and address the following as a minimum:

- A description of the firm, including the number of employees and their discipline, philosophy on serving clients, location, years in business, etc.
- A list of relevant projects with the name, address and telephone number of a contact person to check references.
- Resumes of the personnel who may be assigned to this project, including relevant experience.
- The firm's ability to work with a client, who is using in-house personnel to do work on a project of this type.
- The firm's current and projected workload and its ability to meet schedules.
- Other factors that would be helpful in evaluating the consultant for this project.
- Qualifications of sub-consultants, if any.

SELECTION:

The process for selection of a consultant, as outlined in the tentative schedule, herein, will consist of;

- The Selection Review Committee, which will be comprised of; the Public Services Director, the City Engineer, and Project Engineer will review the qualification packages.
- The Selection Review Committee will select consultants for recommendation to

- provide the services requested in the RFQ.
- The Selection Review Committee may visit some of the consultant's project sites and/or talk to references.
- The selected consultants will then be recommended, individually, to the City of Auburn City Manager for approval.
- A contract will then be entered into between the City and the Consultant for the services required under this RFQ.

The Selection Review Committee will evaluate consultant's qualifications based on the following criteria:

- The quality and depth of the consultant team's applicable knowledge, and experience With the selected disciplines that would be required in a municipal setting.
- Demonstrated ability to work with and obtain approvals or permits from local, state, and/or federal agencies for the type of projects contemplated.
- The qualifications of the personnel who will be working on the different task assignments.
- References from related past projects.
- Approach of the firm to complete the work on a task-by-task basis.
- The firm's ability to maintain an appropriate and productive relationship with the City, including working on the project with in-house personnel.

Additionally, the Consulting Engineer's Qualification Package shall discuss in sufficient detail the steps to providing the deliverables as defined by the various disciplines. This discussion shall be important to the selection process, as it relates to effective communication and coordination with the City.

The City of Auburn reserves the right to solicit information about the consultant from all sources available to the City and to request additional information from the Consultant or his/her references.

Each responding Consultant will be ranked according to the City's evaluation of his/her qualifications based on experience and other information furnished as follows:

Qualifications and Relevant Individual Experience	30 Points
Experience in the Discipline being Considered	25 Points
Proposed Approach to Accomplishing Assignments	25 Points
Quality of Proposal	20 Points

SCHEDULE OF COSTS:

Qualification packages shall include a schedule (in one separate sealed envelope) of the consultant's hourly rates for personnel and their capacity, expected to be billed to any of the potential task assignments. A schedule of other charges (if any) shall be included along with the hourly rates.

PAYMENT:

The consultant shall be paid based on hourly rates agreed to, with a "Not to Exceed" amount negotiated for each task as determined at the time of the task assignment.

CONCLUSION:

Qualification Packages will be received at the Office of the Facilities Manager / Purchasing Agent, 60 Court Street, Auburn, Maine 04210 until 4:00 P.M. on January 17, 2017. The consultant shall submit one original and three (3) copies of the Qualification Packages, clearly marked on the front **Request for Qualifications for General Consulting Services, Bid #2017-17** Packages will not be opened until after the submittal deadline.

If you have questions, you may contact Tony Beaulieu P.E., City Engineer (207)-333-6601 (ext. 1140).