



City of Auburn, Maine

Office of the City Engineer

www.auburnmaine.gov | 60 Court Street

Auburn, Maine 04210

207.333.6601

LAKE STREET ROADWAY RECONSTRUCTION

REQUEST FOR PROPOSALS FOR CONSULTANT SERVICES

The City of Auburn is soliciting consultant services for design and construction, including survey and possible ROW acquisition services to undertake Lake Street roadway reconstruction. This project will be funded as part of Auburn's Capital Improvements.

Four (4) copies of the qualifications package must be clearly marked: "Proposals for Consultant Services- Lake Street Roadway Reconstruction Bid #2017-011". Completed packages must be delivered by 4:00 p.m. local time on Tuesday, November 29th, 2016 to:

Tony Beaulieu, PE
City Engineer
City of Auburn
60 Court Street
Auburn, ME 04210

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to the above office (email: abeaulieu@auburnmaine.gov) and must be received by 4:00 p.m. local time on November 23rd, 2016. Any firm interested in submitting a qualification package for this work shall notify the City Engineer by 4:00 p.m. local time on November 23rd, 2016 in order to assure that any changes can be properly disseminated to all interested parties. All questions will be answered by 4:00 p.m. local time on November 28th, 2016 and emailed to all interested parties.

BACKGROUND

Lake Street, from Court Street to Gamage Avenue is substantially in need of improvements. The City will administer and inspect the project.

MATERIALS AVAILABLE FOR VIEWING AT CITY HALL

The following materials are available at Auburn City Hall for viewing:

- Aerial photos of the roadway
- GIS maps including approximate utility locations
- Plans from previous projects in the vicinity

Copies of these material as well as the electronic files for the project area will be provided to the selected consultant.

SCOPE OF SERVICES

The consultant shall provide services necessary to assist the City with project administration of the roadway reconstruction project from preliminary design through construction to project completion. Consultant services will include, but not be limited to the following:

1. Survey/Right-of-Way
2. Preliminary, final Design and Project Cost Estimate
3. ROW Acquisition Services
4. Public Participation
5. Utility Coordination
6. Environmental Permitting and Documentation
7. Preparation of Bid Documents
8. Construction Cost Estimating

SUBMISSION REQUIREMENTS

- A. Title Page: Show the submittal subject, name of firm, local address, telephone number, name of contact person and date.
- B. Letter of Transmittal: Provide a brief letter summarizing qualification and project understanding.
- C. Table of Contents: Include a clear identification of the materials by section and by page number.
- D. Company Profile: Provide an overview of the company including location, number of staff, and describe the services the firm provides.

- E. Project Team: Identify the project team members that will be assigned to the project and their capabilities.
- F. Relevant Experience/Qualifications: Provide information regarding the company's relevant experience related to the services required for the proposed project.
- G. Workload Capacity: Indicate the company's workload and capacity of the firm to perform the work on a reasonable schedule.
- H. Funding Experience: Describe the projects your firm has undertaken that were funded by a municipality.
- I. References: List the names, addresses, and telephone numbers of representatives of five current or recent clients who are familiar with the work your firm has done.
- J. Additional Data: Provide any additional data you consider essential to the submittal.
- K. Price: Provide a cost not to exceed for services.

SELECTION CRITERIA

The selection team will consist of the City's Public Services Director, City Engineer, and Project Engineer. The following guidelines will be used when reviewing and ranking the consultant submittals:

1. Personnel qualifications and relevant individual experience
2. Corporate experience on similar projects
3. Municipally managed project experience
4. Availability
5. Price

These guidelines are listed in the order of relative importance.

A minimum of three consultants will be selected for an interview. Upon completion of the interview process, the selected consultant will be notified and will have to provide a technical submittal. If an acceptable contract cannot be negotiated with the selected consultant, the second consultant chosen will be contacted.

TERM

The duration of the contract shall be for one year from the date of its execution. The City reserves the right to negotiate an additional year renewal with the selected consultant for separate projects. The City will announce its intention prior to the end of the contract period.

INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the City harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.

The above referenced indemnity shall be in addition to and as a complement to the required contract provisions for federally funded contracts contained in the State of Maine Department of Transportation's Consultant General Conditions dated April 2015 and related Supplement to these Consultant General Conditions dated December 9, 2002. The Consultant General Conditions may be found at <http://www.maine.gov/mdot/cpo/docs/general/consultant-general-conditions.pdf>