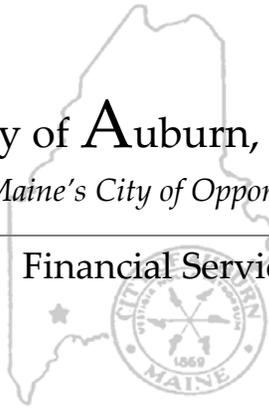


City of Auburn, Maine

"Maine's City of Opportunity"

Financial Services



May 6, 2015

To All Interested and Qualified Visual Design/Illustration & Landscape Architecture Professionals:

The City of Auburn, a municipal corporation (hereinafter "the City") is accepting written proposals for visual **Design & Illustration Services** in the production of the Downtown Auburn/New Auburn Form-Based Code (FBC). (*For research resources on Form-Based Codes, go to the Form Based Code Institute website at <http://formbasedcodes.org/>*). 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 Design/Illustration Professional's performance on similar projects, recommendations and opinions from previous clients, and financial standing with the City. The Design/Illustration Professional 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: **"Downtown Auburn FBC Design/Illustration Services – Bid 2015-036"**.

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/Purchasing Agent for the City of Auburn, via email at dboulanger@auburnmaine.gov or telephone (207) 333-6601, ext. 1135. A mandatory pre-bid meeting will be held on **Friday, May 15, 2015 at 10:00am** in the Community Room, Auburn City Hall, 60 Court St, Auburn.

Proposals should be submitted on **Thursday, May 21th, 2015** by **2 pm** to Derek Boulanger, Facilities Manager/ Purchasing Agent, 60 Court Street, Auburn, ME 04210, on or before the date and time appointed. No proposals will be accepted after time and date listed above.

Sincerely,

Derek Boulanger
Facilities Manager/Purchasing Agent

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CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.
2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".
3. Bid proposals must be completed in full, in ink and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.
4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.
5. Awards will be made to a responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.
6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.
7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.
8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.
9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.
10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.
11. Please provide seven (7) copies of the proposal and state **"Downtown Auburn FBC Design/Illustration Services – Bid #2015-036"** on submitted sealed envelope.
12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

GENERAL CONDITIONS

1. 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. Vendors and contractor or their agents 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 of Auburn.

2. Save Harmless

The Bidder 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.

3. Subcontracting

The Bidder 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. The Bidder is responsible for all approved sub-contracted work. The Bidder is responsible for managing all aspects of sub-contracting work. Neither party shall assign or transfer its interest in the contract without the written consent of the other party.

4. Warranty

The Bidder 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 Bidder 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 Bidder. If these specifications, either in whole or in part, do not meet all Federal and State of Maine DOT and ICC mandates it shall be the responsibility of the successful bidder to bring specifications into compliance prior to awarding bid.

BID PROPOSAL FORM Due

Thursday, May 21th, 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 _____

I. INTRODUCTION

The City of Auburn is in the process of formulating and producing a Form-Based Code for the Downtown Auburn & New Auburn District. The Form-Based Code is a prescriptive land and building development regulatory ordinance which is designed and presented in a highly visual, graphic and diagrammatic format. A clear and easily understandable visual expression of the prescribed regulatory building, lot, and street built form is fundamental to a final code product. The Downtown Auburn/New Auburn Form-Based Code (or FBC) shall visually present the following: Central Downtown Auburn & Downtown New Auburn future build-out plan illustrations (*plan view*); Central Downtown Auburn & Downtown New Auburn future build-out plan illustrations (*oblique view*); Series of six (6) future build-out street scene illustrations (*pedestrian perspective*); An approximately 16 inch x 24 inch single-page FBC “foldable Pocket Guide” illustration sheet integrating transect districts, regulating plan color keys, permitted frontage types, permitted building types, photographic building type examples, and additional visual information formulated during design process; (*see attached Knoxville, Tenn. FBC “Pocket Guide” Illustration Sheet, Exhibit D.*); and a Series of ten (10) Transect-District Regulatory Diagram Panels.

II. INSTRUCTIONS TO INTERESTED PARTIES

A. Receiving Proposals

Proposals will be received on **Thursday, May 21th, 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: **“Downtown Auburn Form-Based Code Design/Illustration Services – Bid 2015-036”**.

B. Contract Performance

The preliminary artistic and illustrative renderings shall be completed by **Friday, July 17, 2015**. Final work on this project shall be complete by **Friday, July 31, 2015**.

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 Downtown Auburn District and Familiarity with the Design Intent

A **Mandatory** Downtown Auburn District Visit and Pre-Bid Meeting will be held on **Friday, May 15, 2015 at 10:00am**. Interested professionals will have an opportunity to visit & walk the downtown FBC district and fully acquaint themselves with the existing conditions, and the difficulties and restrictions attending to the performance of a contract.

In addition to the mandatory downtown FBC district visit, prospective professionals should also review the DRAFT Downtown Auburn/New Auburn Form-Based Code to better understand the “place-based” design & illustration concepts. Additional reference materials for this project are available on line at: <http://www.auburnmaine.gov/Pages/Government/Bid-Notices>, 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 (\$1,000,000 minimum)
3. Automobile (\$1,000,000 minimum)
4. Employers Liability Insurance (\$1,000,000 minimum)

Professionals 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. Any other information that would be useful to the City in evaluating your proposal.
8. Compensation broken down by production items and associated tasks;
9. Hourly fees with standard billing rates;
10. IRS employer ID number; and
11. 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 reviewed and ranked by City of Auburn staff including the Economic Development Specialist, the Deputy Director of Planning and Development, the City Planner, and the Facilities Manager/ Purchasing Agent 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 design & illustration professionals will be called in for an interview on **Wednesday, May 27th**. If the design & illustration professional is not available on that date, a date for an alternate interview will be held on **Thursday, May 28th**.

Selection Criteria:

- A.** Specific experience with similar projects (30 points)
- B.** Background and experience of the firm's principal with New Urbanism, Public Realm design, and the concepts of "Place-Making" (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 DESIGN & ILLUSTRATION PROFESSIONAL

- Participate in two (2) staff meetings with the City of Auburn Planning & Economic Development Departments to discuss the Downtown Auburn/New Auburn contextual building & street development vision, Form-Based Code regulatory intentions & parameters, and overall/ongoing code production process requirements. 1st meeting at pre-illustration production stage; 2nd meeting at 50% illustration production stage.
- Review and gain practical familiarization with the DRAFT Downtown Auburn/New Auburn FBC "Transect", the "Regulating Plan", and the range of the formulated "Frontage Types" & "Building Types"; (see attached)
- Attend one (1) Auburn Planning Board Workshop for presentation of 50% stage illustration product.
- Produce the following design/illustration product:
 - 1.) One (1) Central Downtown District "future build-out" illustrative plan (*plan view*);
See Exhibit A.1

- 2.) One (1) New Auburn Downtown District “future build-out” illustrative plan (*plan view*);
See Exhibit A.2
- 3.) One (1) Central Downtown District “future build-out” illustrative plan (*oblique view*);
See Exhibit B. (example)
- 4.) One (1) New Auburn Downtown District “future build-out” illustrative plan (*oblique view*);
See Exhibit B. (example)
- 5.) Six (6) “future build-out” street scene illustrations (*pedestrian perspective; see below*);
See Exhibit C (1-6).
- 6.) One (1) approximately 16 inch x 24 inch, single-page FBC “foldable Pocket Guide” illustration sheet integrating transect districts, regulating plan color keys, permitted frontage types, permitted building types, photographic building type examples, and additional visual information formulated during design process;
(see attached Knoxville, Tenn. FBC “Pocket Guide” Illustration Sheet *example*), Exhibit D.
- 7.) Ten (10) Transect-District Regulatory Diagram Panels;
See Exhibit E.1 & E.2 (example)

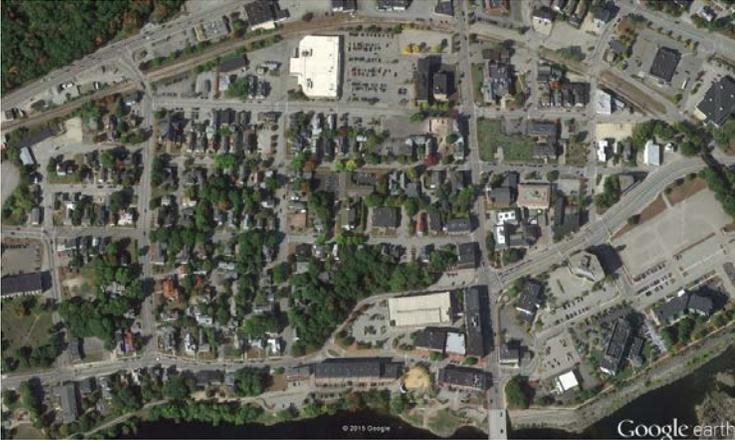
V. PROJECT TIMELINE

- | | |
|--|-------------------------|
| • Mailing of RFP | Wednesday, May 6, 2015 |
| • Mandatory Downtown Visit and Pre-Bid Meeting | Friday, May 15, 2015 |
| • Proposals Due | Thursday, May 21, 2015 |
| • Interviews | Wednesday, May 27, 2015 |
| • Alternate Date | Thursday, May 28, 2015 |
| • Selection of Professional | Tuesday, June 2, 2015 |
| • Contract Approval by City Council | Monday, June 8, 2015 |
| • Preliminary Work Due | Friday, July 17, 2015 |
| • Final Work Due (on or before) | Friday, July 31, 2015 |

For additional information and detail contact Alan S. Manoian, City of Auburn Economic Development Specialist at 207.333.6601 X1214 and/or amanoian@auburnmaine.gov

Exhibit A.1

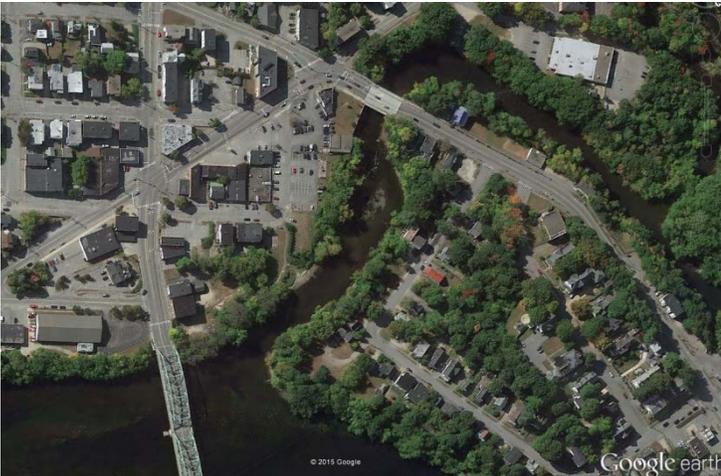
One (1) Central Downtown Auburn FBC District Illustrative Plan



Downtown Auburn Current Built Conditions (*plan view, current conditions*)

Exhibit A.2

One (1) Downtown New Auburn FBC District Illustrative Plan



Downtown New Auburn (*plan view, current conditions*)



Example: Illustrative Plan (*plan view*)



Example: Illustrative Plan (*plan view*)

Exhibit B.



Example: Illustrative Plan (*oblique view*)

Exhibit C.1

One (1) T6 Great Falls Plaza Interior Future Street Scene Illustration



Great Falls Plaza District (*current built conditions*)



Example: Future Street Scene Illustration (*pedestrian perspective*)

Exhibit C.2

One (1) T6 Turner St (*looking south*) Future Street Scene Illustration



Exhibit C.3

One (1) T5.2 Court St at Turner St/Mechanic St (*looking east*) Future Street Scene Illustration



Exhibit C.4

One (1) T5.1 Spring St. (*looking north*) Future Street Scene Illustration



Exhibit C.5

One (1) T5.1 Mill St. (*looking west*) Future Street Scene Illustration



Exhibit C.6

One (1) T4.2 & T4.1 Main St. (*looking north*) Future Street Scene Illustration



Exhibit D. Form Based Code “Pocket Guide” Illustration (example)

A POCKET GUIDE TO DEVELOPMENT ON KNOWLETT'S SOUTH WATERFRONT
DRAFT September, 2008

Form-Based Coding
The intent of this Form-Based Code is to be flexible and responsive to the unique character of the waterfront area. It is designed to be a guide, not a rigid set of rules. The code is intended to be used in conjunction with the zoning code and other regulatory instruments.

The Vision Statement
The waterfront area is a unique and historic part of the city. It is a place of great beauty and character. The code is intended to preserve and enhance this character while allowing for new development that is sensitive to the area's history and culture.

UNDER DEVELOPMENT
Approval Process

Exhibit E.1 Transect-District Regulatory Diagram Panels; Primary Building (example)

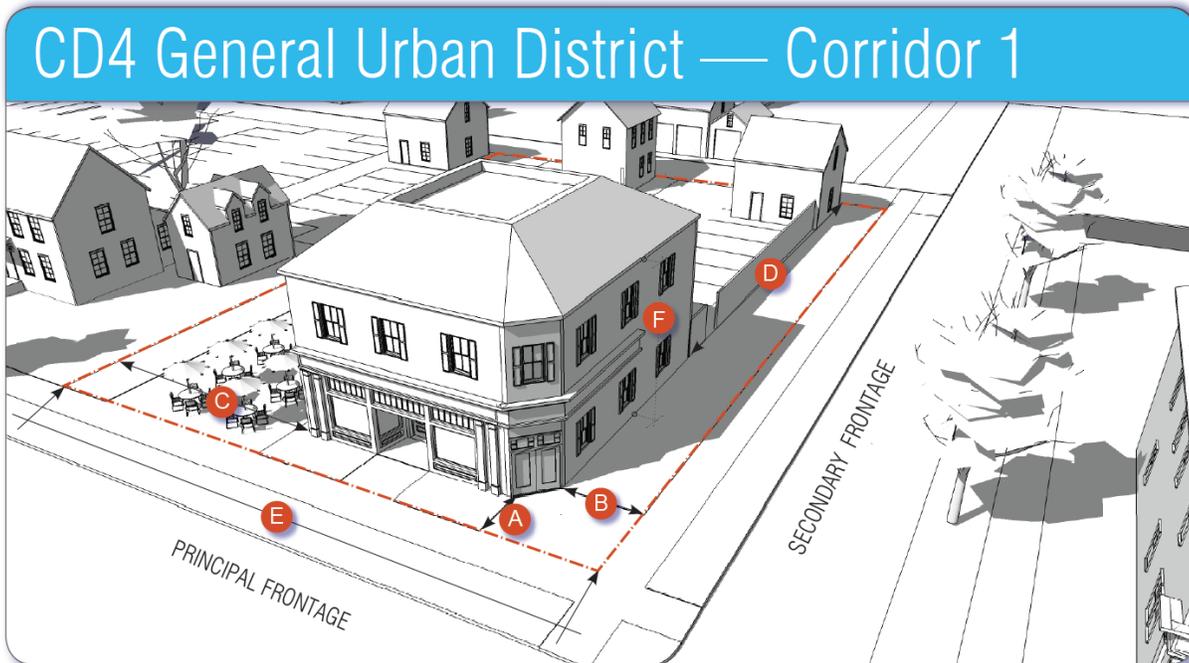


Exhibit E.2 Transect-District Regulatory Diagram Panels; Outbuilding & Parking (example)

