



**TOWN OF SCARBOROUGH
259 US Route One
Scarborough, ME 04070-0360**

**Request for Proposal
RFP # 02-2007
Date of Issue: January 2nd, 2007**

**Title and Purpose of RFP: Engineering Services for Pine Point
Working Waterfront Project**

I. INTRODUCTION

The Town of Scarborough currently owns and operates a municipal pier and dock at Pine Point in Scarborough, ME. The State of Maine, through its Department of Transportation and the Town of Scarborough desires to modify and develop a new pier structure from the existing pier and site for use by local commercial fishing and recreational interests.

The existing pier and site is currently utilized year round by approximately 35-40 local commercial fishermen, as well as numerous recreational users. The Town is now considering building a new commercial pier that would replace the current outdated one which was not intended for commercial use. Currently there is limited time during low tide when fishermen can back their vehicles to the pier and unload and load items directly onto the float. If that opportunity is missed, fishermen may have to unload their gear into a dingy and row out to their boat. Fishermen can also currently carry items down the dock ramp, climb down the ramp to the float, and lift items onto the boat. We would propose a more modern system that would allow vehicles to drive down the dock and utilize a crane system to allow for loading and unloading of cargo and fish. In addition to the 35-40 local fishermen (who primarily are lobstermen but also fish for surf clams and shrimp on a seasonal basis), a busy day at the dock could see over 100 boats launched from the dock both by recreational boaters and fishermen. **This site is currently the only piece of commercial waterfront in the town and one of a handful in the immediate area, therefore an updated pier would help keep the industry alive in the Town of Scarborough.**

The existing pier is currently owned by the Town of Scarborough with an access easement across co-op property. This easement is life-long dedicated to access the pier site. The existing pier consists of an approximately six (6) foot wide pier and 3' x 10' x 30' floats. The landside facilities consist of a harbor master building, storage, as well as a town owned parking lot. The lot consists of several handicapped spaces, spaces for vehicles with boat trailers, and designated parking for commercial fishermen. The town also provides a public restroom, and a public accessible walk-way for visitors. There is also two boat launch sites for recreational and fishing users.

It is the desire of the State and the Town to retain the professional services of a design consultant to develop and provide construction documents and support for the modernization of the existing facilities. The anticipated functions and activities for the facility are outlined below and the RFP should adequately address all areas identified.

II. GOALS

The design consultant will need to review current site activities as they relate to the current and future operations and will need to consider potential growth based on the Town's projections and demand. The design consultant will be asked to assess the following areas and develop a recommended layout and phasing plan:

- A. Pier Enhancements**
- B. Lighting**
- C. Utilities**
- D. Security Considerations**
- E. Storage (yard & building)**
- F. Maintenance Facilities**
- G. Phasing of Work**

In addition to these items, there will need to be some assessment of the existing facilities. This assessment should include the integrity of existing structures, the adaptability of existing structures to new uses and the cost effectiveness of these uses.

Also, depending on the type of work envisioned, there may need to be assistance with environmental permitting or an assessment of existing permits which may include:

- H. Completing and filing all necessary permits**

Additionally the design consultant shall develop a progress reporting system capable of tracking project status. Written reports must be submitted at a minimum of one per month. The reports must, at a minimum, include:

- I. Work accomplished during the period and to date**
- J. Estimate of percentage complete of specified work**
- K. Percentage of agreement time elapsed**
- L. An explanation if the time elapsed and percentage complete figures do not agree**
- M. Any information needed by the MDOT or other agency to complete the project and avoid delays.**

III. SCHEDULE

It is envisioned that this development and design process will take several months to complete. The team will need to assist in identifying phases of work that can be accomplished within the identified funding, and how they will be supported in the schedule. The anticipated schedule is as follows:

A. Design

- Spring 2007

B. Permitting

- Summer 2007

C. Construction as funds are available (phased based on appropriation)

- Fall 2007

D. Completion

- Late Fall/Early Winter 2007-2008

IV. PROPOSAL COMPONENTS

A master copy (so marked) and 6 copies of each component must be included with the submission. The Qualifications and Technical components should be delivered as one package. The Financial component must arrive with the other two components but as its own sealed package.

A. Qualifications

The Qualifications Package will illustrate the Consultant's ability to accomplish the goals of the project. Interested consultants must provide the information for each category below, in order of importance.

- 1. Consultants overall experience in assisting agencies and owners in developing and working through design and assistance with construction of a facility.** This should include but not be limited to experience in assisting agencies and owners in the preparation of selection criteria and review of technical proposals.
- 2. Consultant's overall experience with similar limited scope or cost limited projects.** This should demonstrate the ability to design the listed or similar facilities within the construction cost range identified. The Consultant should include specific examples of the types and sizes or projects accomplished / involved in within the last five years.
- 3. Consultant's staff qualifications.** The firm shall provide engineering staff qualifications/experience; ratio of registered design professionals to support staff; firm's policies regarding training and continuing education to maintain staff proficiency. Identify and provide resumes for project manager and his/her support staff.
- 4. Consultant firm's ability to complete work on time with a high level of quality control.** This should include the firms ability to

respond to state, federal and local standards to meet project schedules/timelines with a high level of quality control including firm's approach to effective project management; identify project manager/team's workload; team and firm's ability to handle current workload and anticipated workload under this contract; firm's commitment to meeting timelines and maintain a high level of quality control.

5. **Consultant firm's ability to provide specialized services.** This should include the ability of the firm to integrate various specialties such as engineering, cost estimating, pier design, associated recreational design, etc into a fully integrated and coordinated design as well as, the firm's methodology of providing fully coordinated and complete designs.
6. **Consultant firm's use of technology.** This should include the firm's ability to use technology to accomplish tasks, including current, active use of or access/availability to innovative technology, services and equipment in the performance of project obligations to increase project efficiency and reduce project time/costs (identify specific programs/equipment/services).
7. **Familiarity with MDOT project, procedures and policies.** This should include a list of past contract work with MDOT. Include work description, date and project location.

All supplementary and supporting information the firm submits must be put in an appendix at the end of the Qualification Package.

B. Technical Proposal

The Technical Proposal will illustrate the Consultant's understanding of the project and the consultant's approach to the work. Technical Proposals must include the following components:

1. **Title Page** – Should include the RFP subject, the consultant's name, address, email and telephone number of the contact person and the date of the proposal.
2. **Executive Summary** - Should include an overview of the company and the highlights of the areas addressed in the proposal.
3. **Project Scope** - Outline the consultants understanding of the project requirements
4. **Project Approach** - Define in detail the consultant's interaction (meetings, technical memorandums, interim reports, etc) with the Town during the length of the project.
5. **Scheduling** - Proposal should show (in the form of bar charts) each activity and the length of time anticipated to perform that activity.
7. **Existing Workload** - Identify the number of projects the consultant currently has under contract utilizing the above proposed personnel and percentage of their time.

8. Sub Consultants - Proposals contemplating the use of sub-consultants must include the information requested in items 1-6 of the Qualifications Package for each sub-consultant.

C. Financial

The package should contain a detailed cost proposal, including any sub-consultant work. The financial package must be delivered with the technical proposal in a **separate, sealed** envelope.

1. Total proposed lump sum cost

This is a lump sum contract; however, for accounting and tracking purposes only, provide a breakdown of the following:

- 2. Direct labor costs for each classification of labor**
- 3. Overhead costs**
- 4. Itemized direct non-salary costs**
- 5. Profit**

D. Transmittal Letter

A signed letter of transmittal briefly stating the consultant's understanding of the work to be done and the availability and commitment of the consultant to perform the work within the time period.

V. Proposal Evaluation

- a. Proposal review by the Town selection committee.
- b. Consultant selection will be based on the following criteria:
 - 25%** Financial Proposal
 - 25%** Consultant's overall experience in assisting in design and construction of similar limited scope and cost limited projects and complete on time with high level of quality control
 - 25%** Technical Proposal – Overall Approach, cost saving measures, ability to provide specialized services etc.
 - 25%** Consultant's staff qualifications and existing workload
- c. Final recommendation to the Town Manager
- d. The recommendation will be submitted to MDOT for final approval

The selection committee reserves the right to require formal interviews before finalizing its recommendation.

VI. General Provisions

- a. A completed proposal package must be received by 4:00 p.m. on Friday, February 2nd, 2007 at:

**Pine Point Working Waterfront Project
Engineering Proposals
Attn: Keith L. Matherne
PO Box 360
259 US Route One
Scarborough, ME 04070-0360**

Proposals delivered after the deadline, or delivered to somewhere other than the above address will not be considered.

The Town of Scarborough shall not be responsible for any costs incurred in preparing or submitting proposals.

- b. The Town will require general liability insurance to protect the Town in the event of design or other problems and liabilities associated with the engineering project.
- c. The Town reserves the right to accept or reject any or all proposals, to negotiate (price and scope of project) after selection, and waive any or all formalities with the firm selected by the Town.
- d. The site is located at the Pine Point (CO-OP). Interested consultants are encouraged to visit the site and become familiar with the existing facilities. For a more detailed review of the site, each team will need to make arrangements with Dave Corbeau or Bruce Gullifer of the Town of Scarborough (contact numbers are listed in Appendix A).
- e. All work is to be performed pursuant to an agreement between the Town and MDOT. This contract shall be governed by the State of Maine Department of Transportation, Consultant Manual, Revision of December 2003 Edition and all revisions thereto.
- f. All work must meet local, state and Federal standards and regulations and is subject to review by MDOT.
- g. For more information please contact Keith Matherne, Purchasing Agent at 207-730-4089 or email at kmathern@ci.scarborough.me.us; the preferred method is via email.

APPENDIX A

Selection Committee

Bruce Gullifer, Community Services Director - Project Manager. Town of Scarborough, 259 US Route One, Scarborough, ME 04070-0360 Phone: (207) 730-4151 Fax: (207) 730-4104

Dave Corbeau – Shellfish Warden/Harbormaster. Town of Scarborough, 246 US Route One, Scarborough, ME 04074 Phone: (207) 671-2821

Keith Matherne, Purchasing Agent. Town of Scarborough, 259 US Route One, Scarborough, ME 04070-0360 Phone: (207) 730-4089 Fax: (207) 730-4088

APPENDIX B

Mailing List

This mailing list was generated based on the pre-qualification process conducted by the State of Maine, Department of Transportation (MDOT).

1. Bourne Consulting
184 West Central Street
Franklin, MA 02038
2. Childs Engineering
541 Main Street
Medfield, MA 02052
3. Fay, Spofford & Thorndike
5 Burlington Woods
Burlington, MA 01803
4. Louise Berger Group
1001 Elm Street, Suite 203
Manchester, NH 03101
5. Woodard & Curran
41 Hutchins Drive
Portland, ME 04102

APPENDIX C

Conceptual Drawing and Site Plan

Note: A larger copy can be obtained by contacting Bruce Gullifer.

