



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

**Request for Proposal
RFP # 01-2007
Date of Issue: December 7th, 2006**

Title and Purpose of RFP: A/E Services for Public Safety Building

I. Introduction

The Town of Scarborough (herein after referred to as “Town”) is seeking professional architectural and engineering design services for the multi-departmental uses of the Scarborough Central Public Safety Facility at 246 US Route One in Scarborough, Maine.

The design firm (herein after referred to as “Consultant”) will verify information pertaining to the existing building, and prepare departmental programming outlines based on information provided by the Town. The Consultant will prepare a design based on reorganization of existing space, as well as suggested expansion where applicable based on this study.

The final results of this study and design will require a probable construction budget statement to accomplish the planned renovations/expansion.

II. Scope of Work for Architectural and Engineering Services

The successful Consultant will be responsible for working directly with select members of police and fire departments, as well as the purchasing agent. Work will meet all state, local and federal guidelines and standards. Each phase outlined below shall have separate fees. This will be discussed further in *Section V, subsection B – Financial Proposal*.

A. SCHEMATIC DESIGN PHASE

In this phase the Consultant shall ascertain the requirements of the project by consulting with Public Safety Personnel and shall prepare schematic design studies which shall indicate the concept of the project, including the proposed general shape, size and type of construction. The Consultant shall prepare and submit to the Town a statement of probable construction cost based on area, volume, or other current unit costs, adjusted for the project under consideration. During this phase the Consultant shall furnish sketch evaluation or a perspective, appropriately colored, if desired, of the proposed building which shall become the property of the Town. Concurrently with the preparation of the schematic design, the Consultant shall determine from competent authority any of the following factors in conflict with use of the site as proposed:

- (1) zoning regulations
- (2) sanitary codes
- (3) health and fire laws
- (4) local ordinances;

and shall report these findings thereon to the Town when submitting the plans, etc.

B. PRELIMINARY DESIGN PHASE

These drawings shall show the extent of the site; location of project on the site; type of foundation, the proposed floor plans; elevations and working sections; and shall be sufficiently developed so as to fix and illustrate the size and character of the project in all of its essential particulars. The Consultant shall furnish outline specifications describing the important items of work including the structural, mechanical, and electric systems, materials and such other essentials as may be appropriate. With the outline specifications, the Consultant shall furnish a realistic estimate of construction cost predicated on the outline specifications and the drawings for this phase.

C. FINAL DESIGN PHASE

These are logical and final developments of the foregoing preliminary design phase. They are a part of the construction contract documents and as such must explain in complete detail the full scope of the work included in the contract and to be performed under the same. A final detailed estimate of the cost of construction predicated on these detail drawings and specifications shall accompany them.

D. ADDITIONAL SERVICES

Additionally, the Consultant may be asked to provide the following services:

- (1) Provide special analyses of the Town's needs, and programming the requirements of the Project.
- (2) Provide financial feasibility or other special studies.
- (3) Provide interior design and other services required for or in connection with selection of furniture and furnishings.

E. BIDDING PHASE

The Consultant, following the Town's approval, of the final design plans and specifications, shall assist the Town in obtaining bids or negotiated proposals, and in awarding and preparing construction contracts.

F. CONTRACT ADMINISTRATION

The contract administration phase will commence with the award of a contract and will terminate at the end of the year's guarantee period, which guarantee period shall commence upon the issuance of a certificate of acceptance of the construction project. The Consultant's administration of the construction contract is understood to include, but is not limited to the following:

- (1) To furnish to the Town monthly reports of inspection and progress.
- (2) To furnish comprehensive reports on necessary change orders with recommendations regarding the same.
- (3) To preside at the pre-construction conference and monthly job meeting and provide reports on same to the Town.
- (4) To check and approve partial payment requisitions submitted by contractors.
- (5) The Consultant shall review and approve shop drawings, samples, and other submissions of the contractor only for conformance with the design concept of the project and for compliance with the information given in the contract documents.
- (6) To make a final inspection of the project with Town, and the Contractor.
- (7) To make an inspection prior to expiration of the guarantee period and report on observable defects of material and workmanship requiring correction by the contractor under the contract.
- (8) When authorized by the Town the Consultant shall employ and pay for the services of a Resident Inspector or Clerk of the Works (Construction Manager) as needed who shall be acceptable to the Town both as to person and salary (Reimbursable Expense).

III. Anticipated Schedule

A. Design

- 2007

B. Construction (if funds are appropriated)

- 2009

IV. Compensation

A. The Town is requiring a lump sum for **each** project phase (not to exceed the proposed fee). The proposal fee for **each** phase must be clearly stated and any additions, deletions or conditions to this lump sum price must be clearly outlined in the financial package to be delivered with the technical proposal in a separate, sealed envelope.

B. Consultant invoices may be submitted monthly and must be accompanied by a progress report.

V. Proposal Components

A master copy (so marked) and three (3) copies of each component must be included with the submission. The Technical components should be delivered as one package. The Financial component must arrive as its own sealed package.

A. 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 project.

5. Scheduling - Proposal should show 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 note where and how these sub-consultants will be utilized.

B. Financial Proposal

The package should contain a detailed cost proposal of **each** phase, 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 of **each** of the above project phases identified in Section II organized and noted as above (A-F).

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

C. 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.

VI. Proposal Evaluation

A. Proposal will be reviewed by select members of Public Safety, and the Purchasing Agent.

B. Consultant selection based pursuant to the following criteria:

- 25%** Consultant's financial proposal
- 15%** Consultant's overall experience in assisting in design and construction of similar limited scope and cost limited projects
- 15%** Technical Proposal – Overall Approach, cost saving measures, etc
- 15%** Consultant's staff qualifications (based on pre-qualification submittal) and existing workload
- 15%** Ability to complete project on time with high level of quality control
- 10%** Consultant's previous experience working with the Town
- 5%** Ability to provide specialized services and use of technology

C. Final recommendation to the Town Manager

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

VII. General Provisions

- A. A completed proposal package must be received by 4:00 p.m. on Wednesday, December 20th, 2006 at:

**Town of Scarborough Municipal Building
Attn: Keith Matherne, Purchasing Agent
PO BOX 360 (if mailed via USPS)
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 shall not be responsible for any costs incurred in preparing or submitting proposals.

- B. The Town will require minimum general liability insurance to protect the Town in the event of design or other problems and liabilities associated with the design project. This will be outlined prior to contract signing.
- 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 Town welcomes any Consultants interested in a site walk-through to do so prior to submitting a fee proposal. Because of the time frame associated with this RFP, Consultants are encouraged to request a site visit as soon as possible. Please contact Robbie Moulton, Police Chief at 207 730-4301 or via email at RMoult@ci.scarborough.me.us.
- E. All work must meet local, state and Federal standards and regulations.
- F. For more information regarding the RFP, please contact Keith L. Matherne, Purchasing Agent at 207-730-4089 or kmathern@ci.scarborough.me.us; the preferred method is via email.