

REQUEST FOR QUALIFICATIONS (RFQ) CIVIL ENGINEERING, GENERAL DESIGN AND DEVELOPMENT PLAN REVIEW AND CONSTRUCTION INSPECTION SERVICES

1. INVITATION:

The Town of Scarborough is soliciting Statements of Qualifications from qualified firms interested in providing Civil Engineering, General Design and Development Plan Review, and Construction Inspection Services for the Town's Public Works and Planning Departments. Firms with relevant experience and qualifications are encouraged to submit. The purpose of the RFQ process is to identify the most qualified respondents. Following analysis of the responses to this Request for Qualifications, a firm or firms will be invited for interviews conducted by an evaluation committee with one or more firms being selected for a competitive negotiation. The firm or firms ultimately awarded a contract by the Town will provide aforementioned services as directed by the Town of Scarborough.

This RFQ is available on our website (<http://www.scarborough.me.us/townhall/purchasing/openbids.html>) or by contacting the Purchasing Department at 259 US Route One, Scarborough, ME 04070-0360, (207) 730-4089, or kmathern@ci.scarborough.me.us

Please continue below for the complete Request for Qualification document.

2. RESPONSES:

The response to this Request for Qualifications (RFQ) shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than April 30th, 2007 at 3:00pm.

3. PROJECT/CONTRACT DEFINITION:

A. Project/Contract Description

This is the initial step in a process which will result in a three (3) year (with renewal option) contract with one or more firms to provide various Civil Engineering and review and inspection services for the Town of Scarborough, Maine. The services will require firm(s) to work with the Department of Public Works in permitting, associated cost and fee proposal for construction of the subsequent construction design for future budgetary considerations as well as working with the Town's Planning Department with regards to routine development plan review and construction inspection.

B. Project Projected Schedule

The schedule is as follows:

Issuance of RFQ – On or before MARCH 30TH, 2007

Receipt of Engineering Firm Responses – APRIL 30TH, 2007 by 3:00pm

Short List to be interviewed – WEEK OF MAY 7TH, 2007

Contract Award – On or before JULY 1ST, 2007

4. SCOPE OF SERVICES:

The Scope of Services will be more fully described as part of the competitive negotiation process to follow the initial evaluation and interviews of qualified firms. The final Scope of Services, together with the fee, will be included in the final executed Agreement. The selected firm(s) shall provide traditional civil engineering services including inspection, assessment, studies, structural analyses, regulatory permitting, design, specifications, cost estimating, as well as development plan review, and other authorized special services appropriate to specific Departmental needs.

5. PROJECT PARTICIPANTS:

Members of Public Works, Planning, and Purchasing Departments will be responsible for developing a short list of firms to be interviewed. Selected firms may be invited to make a presentation to selected staff. A recommendation to applicable administrators will be made after the information has been reviewed, interviews of the short-listed firms have been completed and a contract agreement is reached.

6. CRITERIA FOR SELECTION:

The purpose of this RFQ process, as previously stated, is to identify qualified firms that are the most capable of providing the described services. Once identified, these firms will then be invited to take part in a competitive negotiation process with the Town for a multi-year contract. If an agreement can be reached with the selected firm(s), a contract will be awarded thereto. If an agreement cannot be reached, the Town will proceed with negotiations with the next most qualified firm(s).

The RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- A. Engineering philosophy and approach to engineering in general.
- B. Prior experience with public-sector clients.
- C. Professional qualifications of individuals to be assigned to the projects or services.
- D. History of effective schedule and budget management for projects of similar scale and complexity.
- E. Use of processes that creatively engage Department staff and other stakeholders in all stages of the project.
- F. Experience with Development Plan Reviews services for other municipalities or government agencies.
- G. Experience with Construction Inspection and Project Management.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:

In total, five (5) copies of the Submittals, including attachments, are required. Four (4) of the copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost. One (1) copy should be clipped together to facilitate document reproduction.

In the four (4) bound copies, use a tabbed divider followed by a section cover page, to separate Sections I through III. The envelope in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "RFQ 12-2007/Engineering Services – Qualifications Submittal."

Submittals shall be delivered to the following addressee at or before

APRIL 30th, 2007, 3:00 PM EST.

**Attn: Keith Matherne, Purchasing Agent
259 US ROUTE ONE
PO BOX 360
Scarborough, ME 04070-0360**

Late submittals will not be accepted.

B. Submittal Content: Each Submittal shall be organized in the following order:

Outside Cover and First Page:

Shall contain (i) the title, "Statement of Qualifications for Civil Engineering and Plan Review," (ii) the name of the Respondent, and (iii) the Submittal date.

Table of Contents: Include a table of contents.

Transmittal Letter: Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified;
- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting the Town of Scarborough and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

Section I - Description of the Respondent

I-A Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a. The Respondent's areas of Engineering specialization;
- b. Firm history;
- c. Honors and awards;
- d. Location of home and branch offices;
- e. Names of the principal officers of the firm;
- f. Identification of the major consultants if known.

I-B Key Professionals: Identify the key members of your team that would be involved in with the contract and describe their area of expertise and what role they will perform. Indicate their availability for Town's future requirements.

Section II – Narrative

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- A.** Engineering philosophy and approach to engineering in general.
- B.** Prior experience with public-sector clients.
- C.** Professional qualifications of individuals to be assigned to the projects or services.
- D.** History of effective schedule and budget management for projects of similar scale and complexity.
- E.** Use of processes that creatively engage Department staff and other stakeholders in all stages of the project.
- F.** Experience with Development Plan Reviews services for other municipalities or government agencies.
- G.** Experience with Construction Inspection and Project Management.

Section III - Relevant Experience of the Respondent

III-A Summary of Relevant Projects Where the Respondent's Firm was the Consultant/Engineer

List no more than six relevant projects. A relevant project is one which best exemplifies your qualifications for this Contract and should involve public sector clients and detail the services you provided:

- a. Name of project
- b. Type of project(s)
- c. Client/Project location
- d. Total project cost
- e. Project description
- f. Project delivery method
- g. Describe the services your firm provided
- h. Provide a statement acknowledging if the project was completed on time/on budget
- i. Provide a reference list related to these projects

8. RESERVATION OF RIGHTS

A. The Town of Scarborough reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

B. Nothing in this document shall require the Town of Scarborough to proceed with Engineering and/or any of the identified services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

A. This RFQ including any attachments can also be obtained from the Town of Scarborough's web site at <http://www.scarborough.me.us/townhall/purchasing/openbids.html>

B. The Town of Scarborough reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the Town's best interest to do so.

C. An RFQ pre-submittal conference will not be held. The Town welcomes questions on or before April 23rd, 2007 regarding this solicitation. Questions should be emailed to:

Keith Matherne, Purchasing Agent
kmathern@ci.scarborough.me.us