



Standard Request for Qualifications

FOR

**Engineering Services for River Road Rehabilitation
(Design through Construction Administration)**

(05-16-2018)



Figure 1: Oblique view of River Road Segment to be evaluated for reconstruction.

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Standard Request for Qualifications
River Road Rehabilitation

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SUMMARY

Overview: Caribou City (hereafter “City”) desires to have an independent engineering consultant (“Consultant”) conduct on site investigation and prepare designs for reconstruction of approximately 1,800 feet of River Road, a minor collector road within City limits. The road was damaged during spring runoff events and may need to rebuilt or realigned. The Consultant will also provide services through final construction of the project (“Project”). The Project is anticipated to affect multiple properties and property owners, crossing varied terrain requiring significant cuts and fills, will require provision of natural drainage channels for surface and subsurface water. A geotechnical investigation has not been completed.

Study Location: The Project is located approximately 0.5 miles (0.83 Kilometers) north of the intersection of Maine Highways 161 and 205 in Caribou, Maine. The properties potentially affected by the design are identified by the following Map-Lot numbers: 011-047, 011-047A, 011-048, 011-049, 011-051, 011-052, 011-053, 011-054, 011-055, 011-056, 011-056-B, 011-056-C, 011-057.

Source of Funding: The roadway design will be funded by Caribou City.

Project Administrator:

Dennis Marker, AICP, MPA
City Manager
25 High Street, Caribou, ME 04736
Office Phone: (207) 493-4211
citymanager@cariboumaine.org

Advertisement Dates: This request for Statements of Qualifications (SOQs) shall be advertised May 17, 2018 through June 7, 2018 in the Bangor Daily News, and on the Caribou City website (www.cariboumaine.org) and Maine Municipal Association website (www.memun.org) (beginning May 17, 2018).

Mandatory Pre-Proposal Meeting: A mandatory pre-proposal meeting will be held on May 31, 2018 at 10:00am. The meeting will be held in the Caribou City Council chambers located at 25 High Street, Caribou, ME 04736.

Proposal Due Date: 2:00 pm on June 7, 2015. Submittals **will not** be accepted after 2:00 pm EDT on the said date.

Submittal Requirements: Please submit an electronic PDF file emailed directly to the Project Administrator which meets the Guidelines for Preparing a Statement of Qualifications contained in this advertisement.

Consultant Selection Process:

Selection Committee. Any or all of the following may comprise the consultant selection committee: City Council representatives, City Manager, Zoning Administrator, Public Works Director, Caribou Public Utilities District Manager.



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Proposal Review. Copies of all submitted SOQs will be provided to the Selection Committee after the closing date. Within 5 business days of the closing, the Committee will convene a review meeting to determine the three top consulting firms for further consideration. Following selection committee reviews, oral interviews may be conducted during regular business hours at the City offices. Firms selected for oral interviews will be notified by June 12, 2018. Interviewing firms will need to be prepared with a maximum 15 minute presentation and will be asked to submit a project cost estimate as part of their presentation to the Selection Committee. Final Selection Committee recommendations will be provided to the City Council for consideration in awarding a contract for design of the Project.

Selection Process Milestones and Information Submittal Deadline Dates

Date	Action
May 17 – May 31, 2018	Advertisement of RFQ
May 31, 2018	Mandatory Pre-Proposal Meeting at 10:00 AM
June 5, 2018	Final day for Questions on the Project
June 7, 2018	Statements of Qualifications are due at 2:00 PM.
June 8, 2018	Selection Committee SOQ Review Meeting
June 12, 2018	Notice to Firms for Oral Interviews
June 15, 2018	Interview of Selected Firms
June 15, 2018	Selection Committee Final Review Meeting to Determine Final Recommendation
June 19, 2018	Contract Terms and Scoping Meeting with Recommended Firm
June 25, 2018	Potential City Council award of contract



ADVERTISEMENT

NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR ENGINEERING CONSULTANT SERVICES

Caribou City is seeking the services of a qualified engineering Consultant to **perform the design and construction administration of a road (River Road) with various associated facilities**. The design and subsequent efforts should be in accordance with civil engineering industry standards and practices and may be subject to FEMA regulations and requirements.

If you are interested in submitting a Statement of Qualifications, information on the Request for Qualifications and Guidelines for Preparing a Statement of Qualifications (SOQ) will be available May 17, 2018 and may be obtained from the Caribou City Web site (www.cariboumaine.org) and on the Maine Municipal Association website, (www.memun.org). A mandatory pre-submittal meeting will be held May 31, 2018. **The deadline for submitting an SOQ is 2:00pm on June 7, 2018.** The right is reserved by Caribou City to reject any or all Statements of Qualifications.

Caribou City encourages prime consultants to use Disadvantaged Business Enterprise and Women's Business Enterprise as sub-consultants where practicable.

May 15, 2018

Caribou City
Dennis Marker, AICP, MPA
Caribou City Manager



Introduction

Caribou City desires to repair an existing road that was badly damaged by land subsidence in April 2018 (see images 1-3 below). The primary focus of this Project is to understand estimated costs associated with repairing and/or relocating this road to limit future subsidence and related hazards to adjacent land owners and the public who travel the road (the 'Project'). Information from the design will be utilized to determine necessary land acquisitions, limitations, and costs associated with reconstructing the road and related facilities. It is anticipated that the selected Consultant will provide full design services for the road and related infrastructure as well as services through completion of the Project construction (i.e. construction administration services). Specific tasks to be completed with this work and additional background information are provided in Appendix B.

This Project serves to reopen a critical path for public safety personnel and access ways for families, tourists and business owners in the area. The project will impact multiple property owners and development interests. The properties being considered as part of this Project are privately owned, however, most the impacted landowners have expressed a willingness to sell their properties in order to escape future problems. All owners have concerns about the timeliness of getting the road repaired and especially with a short construction window in northern Maine.

The road was constructed with minimal standards. It generally consists of one inch of asphalt on 6 inches of chip seals coatings on native soils. There is no survey work or geotechnical investigation for reference. It is anticipated that the selected Consultant will conduct field surveys, soils studies, and hydrology analysis necessary to support the final design and constructability of the road. Any and all needed site-specific data, including but not limited to topography, drainage, etc. will need to be generated anew for design of the Project.

Project Dates

Consultants are required to meet the information submittal deadline dates outlined in the request summary above. Firms who fail to meet these dates will be considered non-responsive. Consultants are also advised to meet the dates set for the oral interviews, if selected for an interview.

Key Personnel

Qualifications:

The Consultant shall be responsible to ensure that all personnel listed in their submitted SOQ are qualified through training, experience, and appropriate certification for the tasks assigned and understanding of pertinent laws within the State of Maine.

Required Availability:

When Consultants list personnel to be used on this Project, the Consultant is agreeing to make those personnel available to complete work on the Project at whatever level the Project requires.

Required Percentage of Work for Prime Consultant:

The Consultant must perform work valued at not less than **51%** of the total work, excluding specialized services, with its own staff. Specialized services are those services or items that are not usually furnished by a consultant performing the particular type of service contained in this RFQ.

Payment for Services

Progress payments can be made to the selected Consultant. The city will retain five-percent of any invoiced amount for work in progress on specified tasks. Final payment, including any retainage, for specified tasks shall be made after all of the work has been completed and the final estimate, project



records, and documentation have been received and accepted by the City as accurate and complete. Penalties may be assessed for failure to perform in a satisfactory manner. Payment terms are negotiable with the final contract for services.

Applicable Federal and State Regulations

The Consultant shall conform to all applicable local, state and federal regulations.

Authorization to Begin Work

Notice to proceed will be given by the City as soon as the contract is approved and signed by all parties and returned to the City.

Required Statement Contents

The SOQ from the Consultant should contain the information identified in Appendix A.

Statement Evaluation Procedures

The SOQ shall be evaluated by the City in accordance with the criteria described in Appendix A.

Conditions of Proposal

All costs related to the preparation of the SOQ and any related activities such as interviews are the sole responsibility of the Consultant. Caribou City assumes no liability for any costs incurred by Consultants throughout the entire selection process.

Disposition of Statements

Statements become the property of the City, are treated as privileged documents, and are disposed of according to City policies, including the right to reject all statements. The statement of the successful Consultant shall be open to public inspection for a period of four years after completion of the contracted work. Proposals of Consultants who are not awarded a contract shall also be open to public inspection and will be destroyed after two years from when the contract is executed with the selected Consultant.

If the Consultant selected for award has required in writing the nondisclosure of trade secrets and other proprietary data so identified, the Project Administrator shall examine the request in the statement to determine its validity prior to award of the contract. If the parties do not agree as to the nondisclosure of data in the contract, the Project Manager shall inform the Consultant in writing what portion of the statement will be disclosed and that, unless the Consultant withdraws the statement, it will be disclosed. If the Consultant withdraws their Statement, the Consultant will not be awarded the contract.

Ownership of Documents

All documents, drawings, photographs and any other written, electronic, or graphic material, however produced, received from the City and used by the Consultant in performance of its services shall remain under the ownership of the City. All drafts or working papers, drawings, internal memoranda of any kind, photographs and any other written or graphic material which are not included in the final Project deliverables, however produced or prepared by Consultant, will remain the property of the Consultant. Owner and Consultant shall be co-owners of the final documents, excepting the right to use proprietary information, names or logos without the prior written consent of the other party.

Project Assignment

Caribou City reserves the right to assign all responsibilities, rights, contracts, and any other obligations associated with this project as it deems appropriate, including, but not limited to, payment for services and ownership of materials.



Appendix A Guidelines for Preparing a Standard Statement of Qualifications

INTRODUCTION

These guidelines were developed to standardize the preparation of Statements of Qualifications (SOQs) by Consultants for planning/engineering services on a project. Submitting an SOQ is the beginning of the selection process and is used as the basis for selecting or for short-listing Consultants. If the City determines interviews are necessary prior to selection, a minimum of three and a maximum of five Consultants will be short-listed and invited to an interview by the City.

The purpose for these guidelines is to assure consistency in format and content in an SOQ prepared by a Consultant and submitted to the City. Preparing an SOQ instead of a detailed proposal reduces the time requirements for the Consultants and simplifies the review process for City personnel.

STATEMENT OF QUALIFICATION SECTIONS

The Statement of Qualifications should contain the following sections in the order listed.

Information to be included in the sections is outlined in the evaluation criteria below.

1. Introductory Letter
2. Project Team
3. Relevant Experience
4. Capability of the Consultant
5. Approach to the Project

STATEMENT OF QUALIFICATION EVALUATION CRITERIA

1. Introductory Letter - The introductory letter should be addressed to:

Dennis Marker, AICP, MPA
Caribou City Manager
25 High Street
Caribou, ME 04736

In **one page**, express your interest in the project, state qualifications to do the work, and recount any summary information on the Project team or yourself that may be useful or informative to the City. Include the mailing address, e-mail addresses, and phone numbers of the primary contact person for this selection process in the introductory letter. **No evaluation points are assigned to this section and the introductory letter will not count as one of the allowed pages.**

2. Project Team - The Selection Committee will consider how well the qualifications and experience of the members of the project team relate to the specific project.
 - Project team flow charts including sub-consultants
 - Describe the qualifications, experience, and availability of key personnel on your proposed project team. (NOTE: Do not include percentages of availability nor wages/costs of personnel hours as this could be misinterpreted.)

A maximum of 15 points is available for this section.



3. Relevant Experience - Provide information on five recent projects that your firm worked on that demonstrate competency in the following areas of emphasis:

- Road design being at least 0.5 miles long and having significant fills and cuts
- Land slide or subsidence mitigation techniques
- Coordination between multiple property owners and utility companies
- Coordination between and compliance with multiple government agencies' regulations

Each highlighted project should demonstrate at least three of the above areas of emphasis and include the following minimum information:

- Project Name
- Project Description (max 250 words)
- Areas of emphasis that apply
- Project Design Cost
- Project Construction Services Cost, if applicable
- Project Construction Costs
- Duration of design work & services to completion if applicable
- Services Performed by Responding Company (relative to areas of emphasis noted above)
- Name of Project Manager
- Client
- Client Reference Contact and Telephone Number

A maximum of 50 points is available for this section.

4. Approach to the Project - The Selection Committee will evaluate how well you have outlined a basic course of action for the Project, what alternatives and/or preliminary approaches are proposed, and what provisions are identified for dealing with potential impacts, impediments, or conflicts. Please explain and/or illustrate the following:

- Describe the course of action proposed to meet the goals and objectives of the Project. Please be realistic, clear, and concise.
- Identify key Project milestones including anticipated amount of time needed to complete each Project task.
- Identify potential impacts, impediments, conflicts and proposed mitigation.
- Firm's internal quality and cost control procedures.

A maximum of 20 points is available for this section.

5. Unique Qualifications - The Selection Committee will consider any unique qualifications the Consultant's may have to perform the work. Items may include familiarity with the Project area, past work history with the City, or other unique qualifications which are asserted but not addressed in items 2, 3, or 4 above.

A maximum of 5 points is available for this section.

6. Fee for Services - The Selection Committee will consider the anticipated design costs of the firms and hypothetical costs associated with construction management of the Project. Please provide the following:

- Cost estimate for design services associated with Project tasks outlined in Exhibit B



- Construction Management costs associated with the Project as outlined in Exhibit B and assuming the project construction costs will be \$2.2 Million dollars and work will be completed in 90 days.

A maximum of 10 points is available for this section.

SOQ FORMAT REQUIREMENTS

It is important that submittals be clear, concise, and in the recommended format so they may be evaluated in an objective manner by the Selection Committee.

1. **Electronic PDF File of Proposal emailed to citymanager@cariboumaine.org** (File must be labeled with the Firm Name, Project Name)(e.g. CaribouCity_RiverRoad)
2. **Color is allowed**
3. **Maximum file size is 5MB**
4. **Pdf pages are to be formatted for 8½” x 11”**
5. **One-inch (1”) Margins** – (Exceptions: Architects Name/Logo and Page Headers/Footers may be within margins)
6. **Minimum 10 Pt Font and 12 Pt Line Spacing** – (The minimum font size is 10 point font or greater everywhere in the Proposal including graphics, unless the graphics are a duplication from another source and the source is referenced. The minimum line spacing is 12 point.)
7. **8 Page Maximum** – (The Proposal should not exceed **Eight** pages.) A page is defined as a double-sided 8.5" x 11" sheet that contains text, pictures, tables, graphs, charts, plan sheets, or any other graphics. Tab or divider sheets will not count toward the maximum page limit so long as they only contain logos, section titles, and non-information graphics or images. **Any Proposal that exceeds the page maximum will receive a three-point penalty per page over the limit.**

SELECTION COMMITTEE

The Selection Committee members will receive copies of each SOQ submitted. They will review and score the SOQ's individually based on the evaluation criteria and submit their scores and comments to the Project Administrator. The Administrator will tally and compile the scores and comments. The Selection Committee will then meet in a Selection Review Meeting to discuss the final scores and comments and determine the format of interviews, if any.

SELECTION INTERVIEWS

If the Selection Committee determines interviews are necessary, the following project-specific topics may be some of the issues discussed. Weighting of these topics and any others established during the Selection Committee Meeting, will be provided to those Consultants who have been invited to interview with the Selection Committee.

- Understanding of the Work
- Approach to the Project
- Schedule Control
- Management of Project
- Formal bid for the Project



“SELECTING BY CONSENT” PROCESS

The final selection process will be performed using a “Selecting by Consent” (SBC) process developed by Caribou City staff. The SBC process is a scoring process that aids the Selection Committee in developing the final ranking of Consultants through a collaborative process. In this process each segment and question of the interview is weighted in advance during the Selection Committee Meeting. After the interviews are conducted, the Selection Committee scores each segment and question by consent. Consent is defined as the willingness of all Selection Committee members to accept a decision reached by the collaborative process. The final selection ranking of Consultants is based on the final scores developed by the Selection Committee Members.

SUMMARY

The Standard Statement of Qualifications (SOQ) should be clear, concise, and should provide the City’s Selection Committee Members with an understanding of the Consultant’s ability to undertake and complete the proposed project in a thorough and timely manner.



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Appendix B: SCOPE OF WORK

PROJECT TASKS

Project tasks may include the following activities (actual contract tasks will be identified through a scoping meeting after a Consultant is selected):

Task 1. Stakeholder Committee Formation and Kickoff

- a. Stakeholder workshop preparation
- b. Hold a Stakeholders meeting to refine a Scope, Budget & Schedule
- c. Stakeholders may include: Caribou Community Development, Public Works, Public Safety, Recreation, City Council, Private Landowners, Caribou Utilities District, MDOT, and representatives from each major utility company.
- d. City tour/site analysis of existing facilities and potential development areas.

Task 2. Determination and Identification of Existing Conditions

- a. Performance of information gathering studies, which may include but is not limited to conceptual designs, environmental and geotechnical work, shoreland zoning analysis, agriculture impacts, etc.
- b. Coordination with utility companies to determine proximity of existing infrastructure and best possible routes for extension of such into and along the Project corridor.
- c. Conduct survey of properties potentially affected by the Project to determine:
 1. Property boundaries
 2. Area Topography
 3. Existing Rights-of-way
 4. Existing features, and
 5. Other features or encumbrances which may affect the Project design
- d. Identification of regulations from government entities such as FEMA, NRCS, Maine DEP - Shoreland Zoning, Agriculture, etc.

Task 3. Conceptual Designs of Future Road

- a. Using information obtained, prepare three conceptual design alternatives for the River Road alignment and improvements. This should include maps and 3-D renderings along the Project.
- b. Provide conceptual cost estimates for complete design, property acquisition and structure demolition, utility relocation, road reconstruction, slope stabilization, cut and fill materials, etc.
- c. Present information at a stakeholder meeting and obtain their direction for preferred alternative.

Task 4. Preliminary Design of Future Roadway

- a. Using information obtained and feedback provided by stakeholders, prepare a preliminary design of River Road. This design should include a preliminary grading, landscape and drainage plan.
- b. Coordinate with City and utility companies on the location of future roads, utilities, and general overall layout
- c. Assist the City with coordination of design and installation of public utilities with respective companies.
- d. Incorporate public utility designs for infrastructure expansions into preliminary design for



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- the Project.
- e. Conduct stakeholder review meeting
- f. Assist the City through necessary Maine DEP review and approval processes

Task 5. Final Project Design

- a. Using information obtained and stakeholder input, prepare a final design of River Road.
- b. Coordinate with City staff on any final design issues
- c. Coordinate with public utility companies as needed
- d. Incorporate public utility designs for infrastructure expansions into final designs for the Project.
- e. Conduct stakeholder review meeting
- f. Assist the City through necessary review and approval processes with any government agencies.

Task 6. Provide Right-of-Way Acquisition Documentation

Based on information obtained, provide legal descriptions appropriate for recording documents necessary for exchange or purchase of right-of-way for the road and/or acquisition of any necessary easements.

Task 7. Identification of Funding Options for the Project

Task 8. Provide Phased Construction Plan and Cost Estimates

- a. Coordinate with City staff, public utilities and City financial consultants to determine possible funding opportunities and limitations
- b. Determine priority infrastructure and construction items for the initial phase based on available or projected funding
- c. Provide recommendation for phasing the overall Project to meet public safety needs based on anticipated traffic volumes, development scenarios and available funding sources
- d. Coordinate with City staff on the formulation of a Project phasing plan
- e. Provide construction cost estimate(s) for each phase of the recommended phasing plan

Task 9. Construction Drawings and Project Bid

- a. Prepare final drawings for construction of the Project or a phase of the Project
- b. Prepare bidding and contract documents and assist City staff in advertising the Project
- c. Assist City staff in selecting a contractor to construct the Project or a phase of the Project
- d. Complete necessary government final review and approval processes

Task 10. Provide Construction Administration Services and Support

This shall include but is not limited to

- a. Bi-weekly coordination meetings with City stakeholders and Contractors.
- b. Regular/Daily on-site testing on behalf of City to assure quality compliance
- c. Construction quantities verification
- d. Processing payment requests
- e. Processing of any reimbursement request applicable to Project related funding sources
- f. Reviewing and making recommendations on potential change orders

Task 11. Provide Construction Survey Staking



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QC/QA Plan Requirements

The Consultant may be asked to prepare, distribute, and implement a Quality Control/Quality Assurance Plan for the project if QC/QA issues are detected.

All documents will be maintained in both an electronic and hard copy format. Each document will have a uniquely specific location in both electronic and hard copy formats.

END.

DRAFT

