



Request for On-Call Engineering Design Services

The Town of York is requesting qualifications from multi-disciplined engineering consulting firms for on-call engineering consultant services for a five-year period. The on-call consultant will provide additional staffing resources for projects the Town does not have time or expertise to complete.

The Town of York is receiving statements of qualifications from qualified engineer consultants and firms to provide on-call services related but not limited to:

- Municipal project design (buildings and infrastructure)
- Construction Oversight
- Project Bidding
- Capital Projects Management
- Inspections
- General on-call consultation services

For more information and a detailed copy of the request for qualifications (RFQ) please visit the Town's web page (www.yorkmaine.org) or contact the Planning Office of the Town Hall at 207-363-1000. The deadline to receive responses to the RFQ is March 13, 2017.



REQUEST FOR QUALIFICATIONS (RFQ): ON-CALL ENGINEERING DESIGN SERVICES

The Town of York (the Town) is requesting qualifications from multi-disciplined engineering consulting firms for on-call engineering consultant services for a five-year period. The on-call consultant provides additional staffing resources for projects the Town does not have time or expertise to complete.

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- Municipal project design (buildings and infrastructure)
- Construction Oversight
- Project Bidding
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- Inspections
- General on-call consultation services

The Town is seeking an agreement for a five-year period. The Town makes no guarantee of a specific volume of work or a total contracted amount arising from this solicitation.

The Town will select and negotiate with one or more consultants whose submittals are responsive to this RFQ and are in the best interest of the Town. Any documents submitted in response to this RFQ must provide sufficient detail and information so as to allow a complete evaluation of its merit. The Town reserves the right to cancel this solicitation at any time.

RFQ PROCESS

All statements of qualifications must be received by the Town Clerk by 4:00 p.m. March 13, 2017. At that time, all responses duly received will be opened. When responses are opened, the names of the consultants and all responses to the RFQ shall be a matter of public record. All criteria for evaluation are set forth in the RFQ.

The Town reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the Town until the Town executes a written contract.

I. Submission

One (1) original and five (5) copies for a total of six (6) responses must be submitted. The envelope or package containing the responses must be plainly labeled:

RFQ: On-Call Engineering Design Services
Town of York
Attn: City Clerk
186 York Street
York, ME 03909

It is the sole responsibility of the consultant to see that submittals are received in a timely manner. The consultant shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

II. Proposal Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the consultant that: "The submitted proposal was received after the delivery time designated for the receipt of responses and therefore considered nonresponsive."

All submittals shall be prepared and submitted in accordance with the provisions of this RFQ. However, the Town reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

III. Clarification and Addenda

Each consultant shall examine all RFQ documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made in writing through the Planning Director.

The Town shall not be responsible for oral interpretation given by any town employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFQ, the Town will attempt to notify all prospective consultants who have secured the same. However, it shall be the responsibility of each consultant, prior to submitting their proposal, to contact the Town (207-363-1000) to determine if the addenda were issued and to make such addenda a part of the proposal. The Town reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

IV. Preparation Expenses

Each consultant preparing a response to the RFQ shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the Town for the expense of preparation or presentation.

V. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the consultant and shall indicate whether the consultant is a corporation, general partnership, individual or other business entity. Statements of Qualifications shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the consultant to the submitted competitive proposal.

VI. Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with Local, State and Federal open records statutes and regulations.

VII. Errors and Omissions

Once a response is submitted, the Town may consider requests by any consultant to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such a request.

VIII. Retention and Disposal of Statements of Qualifications

The Town reserves the right to retain all submitted statements for public record keeping purposes. No copies of any material will be returned to the consultant. The Town reserves the right to cancel this solicitation at any time prior to the execution of a formal contract.

IX. Collusion

By offering a response to this RFQ the consultant certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other consultant or parties to this process whatsoever. The consultant also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the consultant to induce any other person or firm to submit or not to submit a Statement of Qualification for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein and no other person have an interest in this project or in the Agreement to be entered into.

3. No person or agency has been employed or retained to solicit or secure this Agreement upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, accepting bonafide employees or established commercial agencies maintained by the consultant for the purpose of doing business.
4. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including but not limited to, members of the Board of Selectmen, the Town Manager, Department Heads, and other staff. This policy is intended to create a level playing field for all potential firms; assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the Planning Director.

SCHEDULE

The schedule for submittal of statements of qualifications is as follows:

- Request for Qualifications issued and advertised: February 17th, 2017
- Deadline to receive responses: 4:00 p.m., March 13th, 2017

The tentative schedule for the evaluation of proposals, award, and any resulting contractual services is as follows:

- Evaluation of submittals: Week of March 13th-17th, 2017
- The selected vendor will be notified and a contract will be negotiated and then submitted to the York Board of Selectmen on March 27th, 2017.
- The schedule for the evaluation, selection and award may be changed solely at the Town's discretion.
- Interviews may be scheduled at the Town's discretion.

INSTRUCTIONS FOR PREPARATION OF A STATEMENT OF QUALIFICATIONS

I. General

All consultants responding to this RFQ shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each consultant with the proposal shall be incorporated into the contract documents by reference.

II. Required Information

Consultant, and/or any sub-consultants, must present satisfactory evidence to the Town indicating their ability to meet the scope of work within a prompt time frame. In addition, to ensure consistency, responses should generally conform to the following format:

Title Page
Cover Letter
Table of Contents

Sections:

1. Introduction and Execution
2. Qualifications
3. Qualifications of Staff
4. Familiarity/History within the Town/Region
5. References
6. Technical Approach
7. Sample Documents

Section 1 – Introduction and Executed Signature Page

This section must contain an overview of the consultant. The introduction shall clearly indicate the legal name, address, telephone number, and local contact information (if available) of the consultant. The introduction will include a statement to the effect that:

The submission of a signed “Statement of Qualifications” indicates acceptance by the firm of the stipulations contained in the Request for Qualifications and the terms and conditions mentioned herein. The statement must be signed above the typed or printed name and title of the person representing the engineer consulting firm.

Section 2 – Qualifications

Provide a description and history of the firm. Provide recent experience demonstrating current capacity, familiarity and expertise in civil engineering practices as they relate to municipal or local government operations and planning. Specific experience with projects or contracts matching those described within the Scope of Services will be most valuable.

Section 3 – Qualifications of Staff

Provide an organizational chart and summary of staff qualifications. State the number and nature of the staff employed with the firm and the office in which the bulk of the work engagements will be performed. Provide resumes for the project staff likely to be utilized in performing the Scope of Services. The submittal shall include notice of any investigations or disciplinary action taken or pending by national or state regulatory bodies against the firm or individuals employed by the firm.

Section 4 – Familiarity/History within the Town/Region

Provide a list of all relevant engagements the firm completed for local government entities within the last ten (10) years. Illustrate how previous experience may be of benefit in the execution of the present Scope of Services. Preference will be given to firms who are based within a 50 mile radius.

Section 5 – References

Provide at least three (3) references for which the firm has performed services within the past three (3) years that are similar to the requirements in the Scope of Services. At least two of the references should be from government entities for work performed that is similar to that specified in this RFQ. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.

Section 6 – Technical Approach

Provide a general description of the firm’s approach to provide the Scope of Services. Include an explanation of the firm’s quality control and quality assurance measures. Describe the firm’s technological capabilities and the ability to comply with deadlines and timelines.

Section 7 – Sample Documents

The Consultant is encouraged to provide examples of construction drawings, inspection records, or other documents created and used for similar projects. In order to reduce the resources that may be needed to respond, consultants are encouraged to use a digital format (.pdf).

SCOPE OF SERVICES

I. Background

The Town requires engineering consulting services to support the review/approval of design and construction of public infrastructure and public buildings from inception to completion. This will not include review services of the work of other engineers. The following is a list of other tasks that may be asked of the hired consultant:

1. The consultant may be tasked to review municipal stormwater conveyance operations and to provide guidance on maintenance and small improvement projects.
2. The consultant may be tasked with assisting Department Heads or the Town Manager with the development and/or planning of capital improvement projects.
3. The consultant may be tasked with attending meetings with the Board of Selectmen to provide guidance on potential development impacts from municipal infrastructure and buildings on municipal resources.
4. The consultant may be tasked with providing or securing professional land surveying services of varying complexities such as determining right-of-way or property lines,

preparing legal descriptions for easements or performing property boundary or topographic surveys.

PROPOSAL EVALUATION AND SELECTION

I. Evaluation Criteria

All responses shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's proposal, in order of no importance:

1. Firm qualifications and experience with similar projects involving local government and/or other governmental agencies (25 Points)
2. Key staff, project understanding and approach (20 Points)
3. Ability to respond in an appropriate time frame to requests for services (15 Points)
4. Thoroughness of material submitted, including a proposed work plan and the quality, amount and type of service provided (15 Points)
5. Reports from references (15 Points)
6. Office location with preference given to firms within a 50-mile radius of York, ME (10 Points)

II. Selection Process

The Planning Director and other municipal staff will evaluate and score each submission according to the criteria set forth above, in order to determine a "shortlist" of three (3) to five (5) submitters for the interview phase of the selection process. Finalists may be invited to participate in detailed interviews. However, the Town reserves the right to select a firm based on the evaluation of the submittals alone and not proceed to interviews. At the conclusion of the selection process, each of the rated elements for each submitter will be evaluated to determine the best qualified firm for this request. If the Town is unsuccessful in negotiating a contract with the best qualified firm, the Town may then negotiate with the next most qualified firm until a contract is executed, or may decide to terminate the selection process. The Town may request or consider fees, price, labor hours or other cost information during the selection process, including the selection of firms to be interviewed.

Consideration. Contract negotiations will include consideration of compensation.

III. Rejection of Responses

The Town may reject responses if:

1. The consultant misstates or conceals any material fact in the proposal.
2. The rejection of all responses is deemed to be in the best interest of the Town.