

TOWN OF BOWDOINHAM, MAINE

Request for Proposals for Public Works Garage and Sand / Salt Storage Shed design and permitting

The Town of Bowdoinham invites qualified firms to submit proposals to design and permit a Public Works Facility and a municipal Sand/Salt storage shed.

I. Project Description

The Town requests proposals to assist with the design and engineering of identify and submit to the appropriate agencies any permits required for the construction of and an estimate of a build-out cost for a public works garage and a sand / salt storage shed.

Sand/Salt Storage: The sand/salt shed shall hold 3,500 cubic yards of a sand/salt mixture, with additional interior space to contain up to 400 tons of salt.

Garage Facility: The garage dimensions are not yet defined, but it is anticipated that the structure shall house four (4) plow trucks and related equipment, two (2) pick-up trucks, a front end loader, a back-hoe/loader, a motor grader, two (2) bays for working on the trucks and equipment, and a bay to allow for equipment wash-downs. The building shall also have a storage area for street and directional signs and posts as well as traffic control equipment (traffic cones, barricades, etc.) The building shall also house an office, a breakroom, bathroom(s), a mechanical room, and a storage room for parts and fluid storage. A storage mezzanine may also be incorporated above the office suites. The building shall meet all current ADA requirements, and shall include all equipment required by current safety standards for a facility of this type. Provisions for Internet access in the Office and Break Room shall be incorporated into the building. The building shall utilize radiant floor heating in all main floor areas of the building with at least three heating zones.

Fuel and Calcium Chloride Storage: The design shall include locations and specifications for a 1,000 – 2,000 gallon diesel fuel tank with nozzle, a 500 gallon gasoline tank with nozzle and a covered calcium chloride tank.

Water/Sewer: The design shall include work for locating a well and septic system to be connected to the garage.

Site Work: The design shall also include all site work related to the project, including, but not limited to an entrance road, parking area for employees and the area around the structures.

II. Qualifications of Consultants

Consultant/engineer shall provide sufficient detail about the qualifications of the firm and key personnel to enable the Town to make an informed selection. The proposal should include at a minimum:

1. Description of firm (history, size, areas of expertise).
2. A resume of each of the key project personnel proposed for this project. This should include a list of representative projects of a similar nature involving each key person and a description of his/her role in those projects.
3. Description of similar projects undertaken by firm, with particular attention to municipal clients.
4. Client list, with description of projects, contact persons, and phone numbers.
5. Detailed project outline (alternate proposals acceptable).
6. Compensation: basis and amount of fees to undertake the proposed work.
7. Other information which the submitter feels is relevant to this project.

III. Scope of Services and Products

A. The project is proposed to be constructed on 54 acres of land, which the Town currently has a Purchase and Sale Agreement in place. The proposed purchase of this land will be decided at a special town meeting in December, 2016.

B. The project is to undertake the following:

Work with the Town to site the proposed Public Works Garage, the Sand/Salt Shed on a piece of property that will be identified by the Town before engineering design work is to begin. This is to include

- Site review and evaluation
- Topographic survey (if necessary)
- Subsurface investigation
- Amending the property's existing Site Plan
- Public Meetings
- Structure evaluation and selection
- Preliminary design review
- Site Plan Review
- Local and State Permits
- Maine Department of Transportation requirements
- USDA Rural Development requirements (if necessary)
- Foundation design
- Building design review

- Electrical design
- Design plans
- Bid and Contract documents development and printing
- Cost estimation for budgeting purposes of the project, contract administration services, Construction inspection services, materials testing (soils, concrete, pavement, building, materials, etc.)
- Any and all additional work needed to complete this project
- All work associated with the Sand/Salt Shed to be in compliance with the State of Maine Municipal Sand/Salt Building Program requirements.

C. The products to be produced will be a preliminary plans including the items listed in "B" with presentation to the Town Select Board and then final plans with any corrections or changes submitted to the Town Manager. All drawings and information shall become the property of the Town of Bowdoinham. The Site and Building Plans shall be submitted to the Town as a hard copy, but also available on electronic media in a readable format.

D. All proposals should include a timeline for accomplishing this project, with a firm completion date and costs for engineering and permitting. The Town also requires a cost estimate, for budgeting purposes, of the project construction, contract administration services, construction inspection services, materials testing (soils, concrete, pavement, building, materials, etc.)

IV. Fee Statement

A concise fee statement should be included breaking down the cost by component requested in the Scope of Services. The fee and scope of work shall be subject to negotiation.

V. Submittal of Proposals

Sealed Proposals will be accepted at the Town Manager's office, 13 School Street, Bowdoinham, Maine 04008 until **12:00 PM on Monday, November 28, 2016**. One original and six (6) copies must be submitted. At that time proposals will be publicly opened and read aloud. Proposals must be sealed and clearly marked "Bowdoinham Public Works Design Proposal". The Town of Bowdoinham reserves the right to extend the deadline as deemed appropriate by the Town.

VI. Award and Rejection of Bids

The offer of a qualified, experienced, and reasonable consultant/company that is in the best interest of the Town will be accepted. The Town reserves the right to reject any or all proposals whenever such rejection is in their best interest. The Town reserves the right to reject the proposal of a consultant/company who has previously failed to perform properly or to complete on time contracts of a similar nature, or reject a proposal from a consultant/company if an investigation shows that the consultant/company is not in a position to perform the Contract. The award of the bid is contingent upon funding approval at a special town meeting to be held in December, 2016.

VII. Further Information

Any inquiries concerning this request for proposals should be directed to William S. Post, Town Manager, 13 School Street, Bowdoinham, Maine 04008. Phone (207) 666-5531, Fax (207) 666-5532 and e-mail wpost@bowdoinham.com.