



SOMERSET COUNTY
REQUEST FOR PROPOSALS
ENGINEERING SERVICES
FOR
PLEASANT RIDGE ROAD IN CONCORD TOWNSHIP

1. INTRODUCTION

The County of Somerset, Maine (hereinafter, the "County") will receive sealed Proposals for Engineering Services related to the reconstruction of 1.48 miles of the Pleasant Ridge Road located in Concord Twp.

All Proposals are to be submitted in sealed envelopes marked "Engineering Services" to the County Administration Office located at 41 Court Street, Skowhegan, Maine 04976 by 4:00 p.m. on Friday, June 26th, 2009. Any Proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope.

Questions regarding this Request for Proposals should be directed toward Phil Curtis, Somerset County's Road Consultant, at 696-3052 or 431-6448. All questions by prospective proposers pertaining to this Request for Proposals must be received, in writing, by the County Administrator at least five (5) days before the date set for the opening of the Proposals. Any questions which, in the opinion of the County Administrator, request interpretation, will be addressed by a written interpretation in the form of a numbered Addendum, sent by registered mail to each person or firm who has taken out a Request for Proposals not later than three (3) days prior to the scheduled opening of the Proposals. Addenda issued later than three (3) days prior to the scheduled opening of the Proposals may be by telephone. Proposers shall acknowledge receipt of all Addenda in the space provided therefore in the Proposal Form, whether the Addenda are in response to questions or otherwise issued by the County of Somerset (hereinafter the "County") and whether the Addenda are received by email, mail or telephone.

Each Proposer is required to state in its Proposal: the Proposer's name and place of business and the names of persons or parties interested as principals with it; that the Proposal is made without any connection with any other Proposer making any proposal for the same Services; and that no person acting for or employed by the County is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits herefrom.

Each Proposer must visit the site of Services and inform itself of the conditions relating to the area in which the Services shall be performed. Failure to do so will not relieve a successful Proposer of its obligations to furnish all equipment, material and labor necessary to carry out the provisions of the Agreement and to complete the contemplated work for the consideration set forth in this Request for Proposals. The County disclaims any and all responsibility for injury to Proposers, their agents or others

while examining the work site or at any other time. Proposers are responsible for all of their costs in preparing and submitting proposals hereunder.

No Proposals may be withdrawn within a period of thirty (30) days after the opening of bids.

2. SCOPE OF SERVICES:

- A. Design** the drainage system (ditches, culverts and runouts) so as to provide proper drainage, off, out of and away from the road way.
- 1) Design the reconstruction of the road surface, road base and sub-base so as to provide a suitable roadway to support the traffic volume and truck weight that this road is required to carry.
 - 2) Prepare final design plans, specifications, and road profile documents. The bidding documents shall be suitable for the reconstruction project.
- B. Submittals:** to be considered, all proposals must include the following items:
- 1) Qualifications and Experience: the firm's qualifications and experience relative to the proceeding introduction and scope of services and history of Firm's performance on previous similar projects.
 - 2) Capacity: Information on the Firm's capacity, including availability of personnel and equipment to perform work, financial stability of Firm and present workload as it affects the Firm's ability to complete the work.
 - 3) Project Personnel: A listing of project personnel, including resumes giving relevant work experience, education and qualifications of persons whom will perform the work.
 - 4) Work Plan: Detailed methodology, proposed schedule of activities and time estimates for completing project tasks
- C. Compensation:**
- 1) Item A. Design: A statement of proposed lump sum compensation fee for performing the scope of services specified in the proposal. Additional costs not incorporated within the proposal such as travel, telephone, and copies, etc. will not be allowed. The quoted price is to be guaranteed for a minimum of sixty (60) days from the date the quotations are received and opened.
- D. Other Anticipated Project Tasks:**
- 1) The Selected engineer will work under the general direction of the County Administrator or his/her designee.
 - 2) Design shall be consistent with the County road construction standards.
 - 3) Submit five (5) copies of the preliminary design plan to the County. Meet with the County Road Consultant to review and obtain comments prior to final design.
 - 4) The engineer will obtain and certify the required project documentation to ensure the engineer, sub-consultants, construction contractor and subcontractors, and/or the County meet the licensing requirements of this project, if appropriate.

3. SELECTION PROCESS AND CRITERIA

The proposal review team will include the County Administrator and Somerset County's Road Consultant. The final award will be made by the Board of Commissioners. The following guidelines will be used when reviewing and ranking the engineers' submittals:

- Project team qualifications and relevant experience with similar projects 15 pts
- Company experience with similar projects 20 pts

- Approach to project scope 15 pts
- References' satisfaction with quality, timeliness, and budget management 15 pts
- Availability and ability to meet deadlines 15 pts
- Compensation 20 pts
- Total possible points 100 pts

Engineers with top ranking proposals may be selected for an interview. Final selection of the firm to do the work is expected to be made by July 1st, 2009. Following final selection, the parties shall execute a contract based on the RFP and the selected engineer's proposal. Project work under this proposal may not begin until the County and the successful consultant execute a contract and funds have been appropriated and are available.

4. INDEMNICATION AND INSURANCE

The selected engineer shall agree to indemnify and hold the County harmless from claims, demands, suites, causes of action, and judgments arising from the engineer's performance, including claims of professional malpractice or negligence. The selected consultant shall provide a certificate of insurance no less than \$1,000,000 liability insurance naming the County as an additional insured as well as proof of workers' compensation insurance, if applicable.

5. COUNTY RIGHTS

The County reserves the right to:

- Reject any or all proposals
- Waive any defects, informalities, and minor irregularities
- Accept exceptions to these specifications
- Make such award or act otherwise as it alone may deem in its best interest