

**Request for Proposals
Town of Old Orchard Beach, Maine
Comprehensive Drainage Study**

The municipality of Old Orchard Beach, an MS4 community, invites qualified companies to provide a SEALED proposal for services to study the Town's existing stormwater drainage system.

Comprehensive Stormwater Drainage Study

The Town of Old Orchard Beach is seeking proposals to assess and evaluate its stormwater systems, consisting of its open and closed systems within its separate major watersheds. The overall intent of this drainage study is to assess the serviceability, physical condition and hydraulic capacity of existing infrastructure and to provide a baseline for evaluating upgrades to accommodate future development. The chosen firm will provide a framework for capital improvement planning and discover potential opportunities for external (grant) funding sources.

The Town has a Geographical Information System, (GIS) which included the town's drainage infrastructure. All deliverables shall be compatible with the Town's GIS system. The Town's GIS can be viewed through the Town's website, www.oobmaine.com. Its ESRI file geodatabases can be transferred to the selected consultant. The Town's GIS consultant is:

Thomas Burns
GIS Mapping and Analysis
Portland, ME 04103
agismap1@maine.rr.com

The Town has an old drainage system. The bulk of the system is in the lower elevations close to the Atlantic Ocean. That was the area that developed first. The Town continues to grow with many new projects and the re-development of other properties. Town ordinances require the control of pre- and post-development peak flow conditions; there is limited understanding of whether maintaining this flow contributes to an on-going problem downstream and how small changes in the overall system may impact the complex system. For example, if we add drainage to an upstream street, what would be the consequences downstream?

In addition, the Town is aware that rainfall data recently published by the Northeast Regional Climate Center (NRCC) show increases in rainfall depths and storm intensities, particularly in southern and coastal New England states. Understanding the impacts of rainfall depths and storm intensities on the Towns stormwater system is crucial. We must know the adequacy of the entire drainage system in order to ensure it functions. There will be instances where the existing drainage system needs to be upgraded as a consequence of development.

Management of stormwater is vitally important. We must monitor our 986 public stormwater structures and 360 private stormwater structures. Does the present system function adequately?

Services To Be Performed.

1. Review available existing information with respect to stormwater infrastructure.
2. Perform field investigations to verify major stormwater infrastructure facilities. Coordinate this work with GIS Mapping and Analysis.
3. Perform hydrologic and hydraulic modeling of each major watershed.
4. Identify federal, state and local regulatory requirements associated with recommended infrastructure improvements.
5. Provide planning level estimates of implementation costs associated with recommended improvements.
6. Identify external funding sources for stormwater infrastructure improvements.
7. Prioritize critical improvements.

Proposal Submission Requirements:

Proposals must be received by 12:00 pm on Friday September 2, 2016, addressed to:

Larry S. Mead, Town Manager
1 Portland Avenue
Old Orchard Beach, Maine 04064
207-934-5726

Proposals are not accepted through e-mail or fax. They must be sent through U.S. mail, Express Mail or hand-delivered. Failure to provide requested information at the time the proposal is submitted may result in the bid being rejected. All questions must be submitted at least five days prior to the submission date. All responses shall be in writing.

Questions regarding this request shall be sent to
Marc Guimont, P.E.
Director of Public Works
207-934-2250

All responses shall include the following:

Five (5) copies of the Proposal and five (5) copies of the Fee Schedule as follows:

For the Proposal: Please submit a separate envelope clearly marked:

Company/Firm Name
Proposal – Comprehensive Drainage Study

The proposals may be in any format that works best for RFP respondents, but shall include, as a minimum, the following information:

- **Transmittal Letter.**
- **Company profile:** Firm size, general qualifications and services.
- **Proposed Project Team:** List of the specific personnel proposed for the project team along with resumes. Provide brief description of specific experience with similar projects.
- **Project Approach:** Outline of scope of work and approach with estimated timeline to meet the scheduled completion date. The proposal should provide a schedule of deliverables including milestones for submittal review and approval of such items as obtaining approval for 50 percent and 90 percent completion of final report.
Project Administration: The selected firm and the personnel to be assigned to the project must have recent, relevant experience performing similar stormwater evaluations, including review of existing stormwater infrastructure plans, field survey of stormwater infrastructure, hydrologic and hydraulic modeling, and recommending short-term and long-term improvements. A manpower analysis showing the amount of time each team member will spend on the project.
- **References:** Minimum of three (3) references: Names, addresses, and telephone numbers of representatives of current or recent clients familiar with work performed by your firm and project team.

For the Fee Schedule: Please submit a separate envelope clearly marked:

Company/Firm Name
Fee Schedule – Comprehensive Drainage Study

Fee Schedule should specify the fees to be charged, and indicate all components that comprise the firm's fee schedule. The fee proposal will only be opened after technical proposals have been reviewed and ranked.

Selection Criteria:

Selection criteria will include, but not be limited to the following:

- Professional qualifications of the firm and the individuals assigned to perform the work.
- Experience on similar projects
- Quality of proposal, conciseness, responsiveness and completeness of the information requested
- Technical ability, technical approach and the understanding of the project. Challenges and strategy that will be employed to complete the project on time and under budget.
- Project Administration and past performance on contracts in terms of cost control, quality and schedule. Past performance may be used both to determine responsibility and as an evaluation factor.
- Fee Schedule

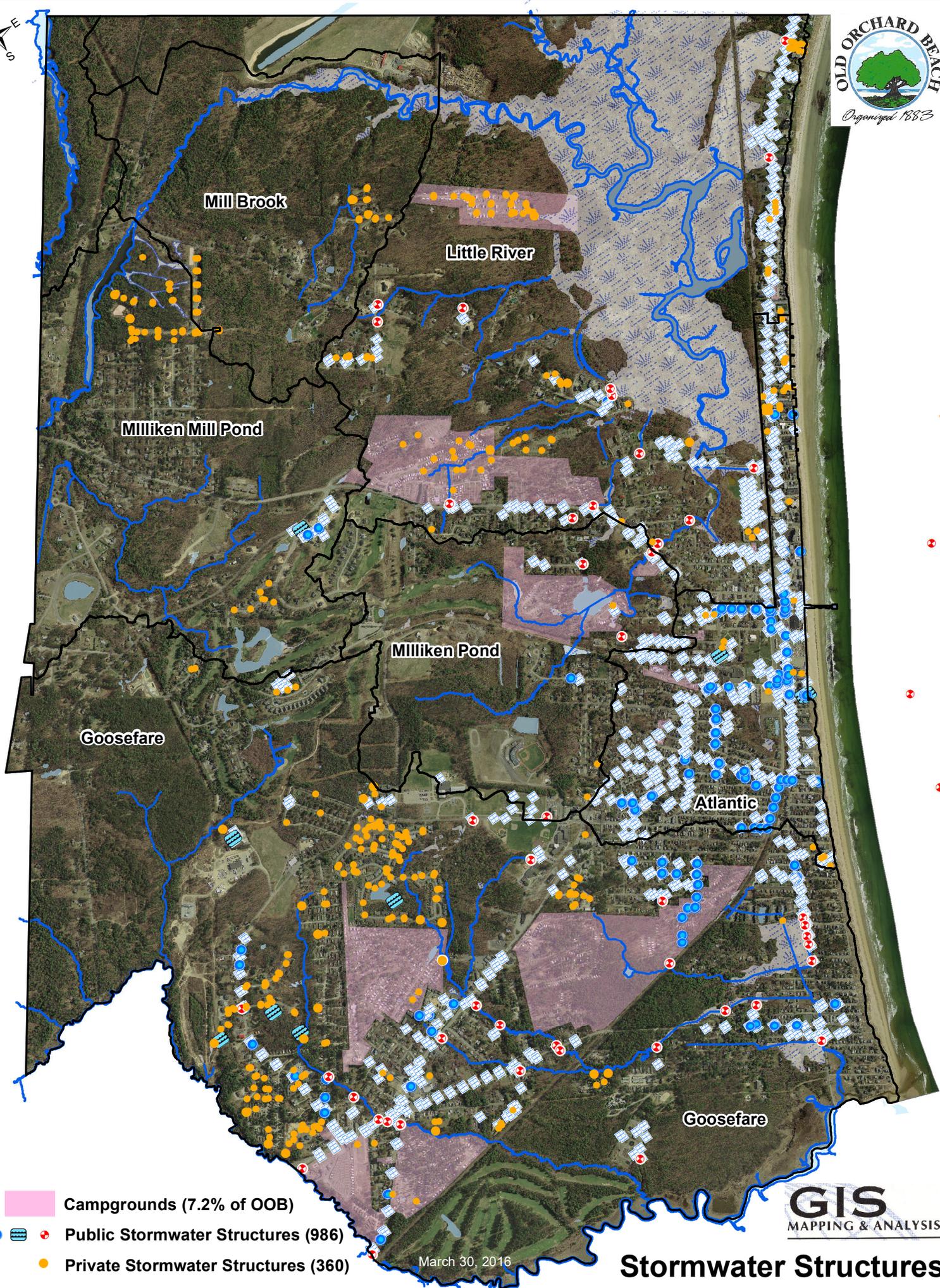
Reservation of Rights:

The Town reserves the right to accept or reject any or all proposals.

The Town reserves the right to request clarification of and/or solicit additional information of any proposer; to have proposer(s) make presentations to the Selection Committee; and/or to negotiate with any proposer(s) regarding any terms of their proposal, including but not limited to the cost and/or scope of services, with the intent to achieve the best proposal that shall result in a contract that is deemed by the Town to be in its best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement, if possible.

The Town reserves the right to waive any informality in the proposal, to accept any proposal, and, to reject any and all proposals, should it be deemed for the best interest of the Town to do so. The Town reserves the right to substantiate the Proposer's qualifications, capability to perform, availability, past performance record and to verify that the proposer is current in its obligations to the Town, as follows:

Pursuant to Town ordinance, the Town is unable to contract with businesses or individuals who are delinquent in their financial obligations to the Town. These obligations may include but are not limited to real estate and personal property taxes. Bidders who are delinquent in their financial obligations to the Town must do one of the following: bring the obligation current, negotiate a payment plan with the Town's Finance office, or agree to an offset which shall be established by the contract which shall be issued to the successful bidder.



- Campgrounds (7.2% of OOB)
- Public Stormwater Structures (986)
- Private Stormwater Structures (360)

March 30, 2016

GIS
MAPPING & ANALYSIS

Stormwater Structures