

Town of Old Orchard Beach Maine



**Town of Old Orchard Beach, Maine
NOTICE OF REQUEST FOR PROPOSALS
PROFESSIONAL CONSULTING SERVICES**

June 4, 2024

Diana Asanza, Town Manager
Town of Old Orchard Beach
1 Portland Ave.
Old Orchard Beach ME 04064

Town of Old Orchard Beach

Request for Proposal – Professional Consulting Services - continued

Section 1: Overview

The Town of Old Orchard Beach is seeking proposals from professional consulting firms with experience to assist the Town with a variety of services, as needed. The desired services include the following specialties:

- A. General Engineering Services, including civil engineering, stormwater systems, and site and subdivision development review.
- B. Peer Review Services.
- C. Construction Inspection Services.

Firms shall provide consulting services on an “on-call” basis for projects determined during the term of the contract.

Section 2: Schedule of Events

This request for proposals will follow the schedule below:

- Release of RFP: June 4, 2024
- Deadline for Written Questions: June 14, 2024
- Proposals Due: June 28, 2024
- Review of Proposals: July 3, – July 14, 2024
- Recommendation to Award: July 18, 2024

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Section 3: Scope of Work

A. General Engineering Services

- The Consultant shall perform engineering services on an “on-call” basis for projects assigned by Town staff. The scope of work may involve all phases of project development with input from multiple departments to individual requests for specific project elements.

B. Peer Review Services

- Review subdivision and site plans and other related projects, including preparation of written memoranda and letters confirming compliance with municipal ordinances, regulations, checklists, and accepted planning and engineering design practices.
- Participate in staff/developer meetings as necessary to answer questions or further discuss written engineering review comments on active or pending projects.
- Provide written engineering reviews to the Planning Board as directed by Planning staff. Based on Planning Board submission deadlines, comments are expected no later than eight (8) calendar days prior to the second Thursday of each month. Written engineering reviews shall be transmitted electronically via email.

C. Construction Inspection Services

- Attend pre-construction meetings with contractors.
- Conduct field inspections of development projects as coordinated in pre-construction meetings or as requested by the Planning Department or Town Manager.
- Review and comment on as-built drawings to confirm compliance with Town Ordinances, Town Standards, and acceptable industry standards.
- Review and comment on performance guarantees.
- Perform other related engineering services as requested.

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Section 4: Submission Requirements

Proposals are due June 28, 2024, at 3:00 pm and should be delivered to the Town Manager's office at 1 Portland Ave., Old Orchard Beach.

The proposal shall be submitted in a sealed envelope plainly marked "Professional Consulting Services – RFP" and will be received at the Town Manager's Office, Old Orchard Beach Town Hall, 1 Portland Ave., Old Orchard Beach, Maine 04064. Submissions will be accepted by mail or hand delivery. The proposal must be signed with the firm's name and bear the handwritten signature of an officer or employee having authority to bind the company (utilize the town-provided Proposal Bid Form labeled Exhibit B).

The Town of Old Orchard Beach reserves the right to choose the respondent that demonstrates the best ability to fulfill the project in the Town's sole discretion. The successful respondent may be chosen based on qualifications, selection criteria evaluation, possible interview, and any other criteria determined necessary by the Town of Old Orchard Beach. The respondent selected may be given the right to negotiate an agreement acceptable to the Town. The successful respondent shall commence work after execution of an acceptable contractual agreement.

Reservation of Rights

The Town reserves the right to request clarification of and/or solicit additional information from 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 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 if deemed in the best interest of the Town. 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. Pursuant to Town ordinance, the Town is unable to contract with businesses or individuals who are delinquent in their financial obligations to the Town.

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Each Proposal Shall Include:

In order to establish a uniform review process, it is requested that proposals be organized as follows:

1. **Title Page**
 - Show the proposal subject, name of firm, local address, telephone number, name of primary contact person, and date.
2. **Table of Contents**
 - Include a clear identification of the materials by section and page number.
3. **Letter of Transmittal**
 - Limit to one or two pages. This letter should briefly state the Respondent's understanding of the work to be done and give details of the Respondent's anticipated project approach and review timetable.
4. **Firm's Experience Summary**
 - Include a list of recent projects reviewed and inspected by the firm, particularly within the last 5 years with municipal projects.
5. **Capabilities Statement**
 - Address core services provided from a municipal aspect and other industries, focusing on elements under Section 3, Scope of Work.
6. **Construction Administration Experience**
 - Include both construction inspections and field observations.
7. **Key Personnel Qualifications**
 - Provide names and qualifications of key personnel responsible for design, plan review, and inspections, including registrations, licenses, and certifications. Highlight prior municipal experience and willingness to provide exclusive services within municipal boundaries.
8. **References**
 - Provide five (5) references from past clients, including the primary contact's name, title, address, phone number, email address, and details of the last project worked on.
9. **Variable Workload Statement**
 - Confirm that the Respondent can accommodate the anticipated variable workload on an "on-call" basis.

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A Fee Proposal shall be submitted in a separate sealed envelope with the proposal. Proposals not complying with this requirement may be subject to disqualification.

- Fee Proposals must include a schedule/hourly rate for all personnel/positions assigned to this contract as well as travel time rates and mileage.
- Include any miscellaneous fees and charges, such as postage and printing.
- The Fee Proposal may be adjusted after negotiations with the Town and prior to signing a formal contract, if necessary.
- Indicate the markup for subcontractor services.

Section 5: Evaluation Criteria

All proposals will be reviewed by a review panel. Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and their respective weights are as follows:

- Experience / References / Qualifications: 25%
- Proposed Approach: 25%
- Fee Proposal: 50%
- Total: 100%

Section 6: Method of Award

The Town of Old Orchard Beach will review all proposals and may request respondents to supplement initial proposals with additional written material. The Town may, at its discretion, interview some or all of the respondents. The Town of Old Orchard Beach reserves the right to choose the respondent that demonstrates the best ability to fulfill the project in the Town's sole discretion. The successful respondent may be chosen based on qualifications, selection criteria evaluation, possible interview, fee proposal, and any other criteria determined necessary by the Town of Old Orchard Beach.

The respondent selected may be given the right to negotiate an agreement acceptable to the Town. If an agreement satisfactory to the Town cannot be reached, the Town reserves all rights to enter into negotiations with one or more of the remaining respondents. The successful respondent shall commence work only after execution of an acceptable contractual agreement.