

Town of St. Albans Request For Proposals For Engineering Services

The Town of St. Albans is requesting engineering services to aid in the decision making for costs of renovating a current building for a one-story Town Office or demolition and construction of a new office. The chosen engineering firm will need to assist with site development, building design, bid assistance, contract administration and all construction inspection.

Scope of Services

1. **Site:** The Town of St. Albans recently purchased a .56 acre lot located next to the current Town Office. There is currently a two-story structure located on said parcel.
2. **Permitting:** Identify all necessary local, state, and federal permits that will be filed prior to the start and during the construction process.
3. **Design:** The design of the structure will depend on the outcome from the upcoming Town Meeting. The Townspeople are able to vote on two building options that must meet all Federal, State, and Local Codes. Final designs to include civil, mechanical, and electrical plans, construction details, estimate construction costs, technical specifications, testing requirements, and bid documents. Options include:
 - a. Renovating the current two-story (1,660 sqft) building into an efficient one-story Town Office that is ADA Compliant with multiple office spaces. The current structure is placed on pillars with a holding tank and drilled well.
 - b. Demolishing the current structure and construct a one-story Town Office on a slab that is ADA Compliant with multiple office spaces.
 - c. Possible additions would be a light post installed in the parking area and a digital billboard.
4. **Bid Assistance:** The selected firm will assist the Town of St. Albans in advertising the project for bid, answering questions from contractors during the bidding process, being present at the bid opening, evaluating the bids, and making a recommendation on the award.
5. **Administration:** The selected firm will provide contract administration services for the project, with continuous attention to municipal liability requirements. This includes preparing contracts for signing, coordinating and attending a contract signing and pre-construction meeting, reviewing schedules, reviewing shop drawings, reviewing all payment request forms, and coordinating and attending monthly project /payment meetings.
6. **Inspection:** The selected firm will assist the Town with physical inspections at specific points during the construction process. Please include a list of anticipated inspection needs.

Proposal Submission Requirements

The proposals shall include at a minimum, the following information:

1. **Transmittal Letter:** A brief letter, summarizing project team's qualifications, project understanding, and project approach.
2. **Company Profile:** Firm size, qualifications, and services.

3. Project Team: Names of project manager and relevant team members who will be assigned to this project with their capabilities and experience with similar projects.
4. Project Approach: Outline of scope of work and approach with estimated project schedule including timelines for specific tasks.
5. Project Administration: Experience with similar projects.
6. Workload Capacity: Firm’s workload and capacity to perform the work on a reasonable schedule. The Town’s timeline for the project is to begin the planning process during year 2025 and start construction year 2026 with hopes project will be completed during fall 2026 at the latest.
7. References: Names, addresses and telephone numbers of contact persons for three (3) current or recent clients familiar with the work of your firm and project team.
8. Cost Proposal: Provide a detailed cost outline based on your firm’s proposed “Scope of Services.” Include:
 - a. Expected method of payment with a “not to exceed lump sum cost
 - b. All direct and indirect costs for performing the work
 - c. A cost breakdown for attending extra meetings beyond those considered in your proposal scope of work

Note: The final fee and scope will be negotiated between the Town and the preferred firm.
9. Sub Consultants: Proposals contemplating the use of sub-consultants must include the information requested in this section for each sub-consultant.
10. Additional Data: Provide any additional data you consider essential to the submittal.

Selection Process and Criteria

The following guidelines will be used when reviewing and ranking proposals:

- | | |
|--|-----------------|
| 1. Project team qualifications and relevant experience with similar projects | 15 Pts. |
| 2. Approach to project scope | 25 Pts. |
| 3. Reference checks | 20 Pts. |
| 4. Cost based on proposal and project scope | 30 Pts. |
| 5. Availability and approach to communication | <u>10 Pts.</u> |
| Total Possible Points | 100 Pts. |

Engineers with top ranking proposals may be selected for an interview. If an acceptable contract cannot be negotiated with the finalist, the second ranking firm will be contacted.

Following final selection, the parties shall execute a contract based on this RFP and the selected proposal. Project under this proposal may not begin until the Town of St. Albans and the successful consultant execute a contract.

General Conditions and Requirements

Indemnification of Insurance:

The selected engineering firm shall agree to indemnify and hold the Town harmless for claims, demands, suits, causes of action, and judgments arising from the Engineer's performance including claims of professional malpractice or negligence.

The Town of St. Albans reserves the right to accept or reject any or all proposals, waive any defects, informalities, and minor irregularities; to accept exceptions to these specifications; to negotiate any or all conditions and make such award or act otherwise as the Town may deem in its best interest.

Pre-Bid Meeting

A proposal (pre-bid informational) meeting will be held Tuesday, November 26, 2024 at 2pm. Please meet the Town Manager, Hayley Lancaster, at the Town Office located at 7 Water Street, St. Albans, ME. All interested firms are encouraged to attend. During this time, the engineering firms are able to request a copy of the inspection—completed by Alliance Home Inspection—which explains the current condition of the building at the site location.

Due Date, Procedure, and Questions

Proposals must be clearly marked "Town of St. Albans Town Office: Phase One" and must be delivered to the Town Office at 7 Water Street, St. Albans before 3pm on Friday, December 6, 2024. The Board of Selectmen will open and review proposals at their next scheduled meeting on Monday December 9, 2024 at 6pm. All engineering firms are welcome to the meeting.

Any questions or comments pertaining to the RFP or the project shall be direct only to:
Hayley Lancaster
Town Manager
manager@townofstalbans.net
(207) 938-3740