



**BATH**  
MAINE *City of Ships*

**PUBLIC WORKS DEPARTMENT**

Lee Leiner, P.E.  
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December 29, 2022

Sealed Qualifications will be received in the office of the Office of the City Clerk, 55 Front Street, Bath, Maine 04530 on **Thursday January 26, 2023, until 3:00 p.m.** from firms interested in providing professional services related to **General Consulting Services** for the City of Bath.

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

Please submit **four (4) copies** of the Qualification Packages. The proposals, if mailed should be clearly marked on the front “**Request for Qualifications/Proposals for General Consulting Services, (Discipline/s)**”. **Faxed proposals will not be considered.**

Sincerely,

Lee Leiner Public Works Director

**City of Bath**  
**Department of Public Works**  
**Request for Qualifications/Proposals**  
**For**  
**General Consulting Services**  
**Due Date: January 26, 2023**

**INTRODUCTION**

The City of Bath is soliciting Qualifications/Proposals, through this one document, (instead of separate documents), from consultants to assist the City, over a three (3) year period, with various consulting services in the following disciplines:

- Civil Site Engineering, Survey, Landscape Architecture, and CADD
- Transportation and Traffic Engineering
- Structural Engineering
- Alternative Site Evaluation and Permitting, Environmental Site Assessment, Materials Testing and Certification
- Geotechnical Services and Materials Testing
- Construction Management
- Construction Management - MaineDOT LAP Projects

The assignments will be task related including work in areas of: planning, site development, street, sidewalk, parking lots; sewer, and storm drains. The City participates in the Maine Department of Transportation's (MaineDOT) Local Project Administration (LPA) Program. We will be hiring consultants to assist with these programs and require that DOT and Federal Highway Administration (FHWA) requirements for all phases of the projects be strictly adhered to, particularly in areas of record keeping, and field inspections. Consultants will be required to follow LPA manuals of most recent edition. It is not the intent of the City to select one consultant to provide all of the disciplines. It is possible that there will be as many as six or more master service agreements executed with different consultants.

**RANGE OF SERVICES**

Consulting services, in any of the disciplines, may include but are not limited to the following activities:

***1. Civil Site Engineering, Survey, Landscape Architecture, and CADD***

- Civil Site Engineering - Design, Bid Ready Plans and Specifications, Bid assistance or any combination of the above.
- Survey – Street and Utility, Site, Property, CADD Base Map
- Landscape Architecture - Hardscape and Streetscape Planning and Design
- CADD – Base maps, Street and Utility Plans, MaineDOT right of way plans, Bid ready plans.

2. **Transportation and Traffic Engineering** – Peer Review of Traffic Permits, Traffic Studies, Traffic Signal Design, Geometric Design, Striping Plans, Construction Management for Traffic Signal Designs, support for in house designs involving specific transportation issues, Analysis and Design in support of traffic calming efforts.
3. **Structural Engineering** - Structural evaluation of buildings, bridges and other miscellaneous structural needs, Construction Management for Structural Designs
4. **Site Evaluation and Permitting** –Wetland permitting, environmental Site Assessment, Phase 1 and Phase 2 Environmental Assessments, Environmental permitting, wetland delineation and mitigation.
5. **Geotechnical Services** – Soil strength and bearing capacity, foundation design and soil stability, construction material testing services including grain size analyses and proctor tests, moisture content, and density testing, Hot Mix Asphalt QA/QC, and concrete QA/QC.
6. **Construction Management** – Shop drawings, RFIs, pay requisitions, drawdowns, construction inspection, specification certification, quantity verification and record keeping.
7. **Construction Management - MaineDOT LAP Projects** – Shop drawings, RFIs, pay requisitions, drawdowns, provide construction inspection on MDOT projects in accordance with Locally Administered Projects requirements, provide Hot Mix Asphalt QA/QC (as needed), provide concrete QA/QC (as needed) specification certification, quantity verification and record keeping. All work within this item shall comply with the MaineDOT LAP program requirements.

**SCHEDULE**

A tentative proposal selection schedule is as follows:

Receive proposals from consultants	January 26, 2023
Recommendation of Selection Review Committee	February 17, 2023
Execute Contract	March 17, 2023

The remainder of the schedule will be determined during negotiations with the selected consultant on a task/project basis. It is the intent of the City of Bath to set the duration of the Contract for **three years** beginning on March 17, 2023, with the option of renewing the contract for one year.

**QUALIFICATION PACKAGE**

The qualifications submittal shall demonstrate capabilities to perform the various tasks associated with the discipline/s for which they are submitted, and address the following as a minimum:

- A description of the firm, including the number of employees and their discipline, philosophy on serving clients, location, years in business, etc.
- A list of relevant projects with the name, address, and telephone number of a contact person to check references.
- Resumes of the personnel who may be assigned to this project, including relevant experience.
- The firm's ability to work with a client, who is using in-house personnel to do work on a project of this type.
- The firm's current and projected workload and its ability to meet schedules.
- Other factors that would be helpful in evaluating the consultant for this project.
- Qualifications of sub-consultants if any.

**SELECTION**

The process for selection of a consultant, as outlined in the tentative schedule, herein, will consist of:

- The Selection Review Committee, which will be comprised of the City Manager, the Public Works Director, and the Planning Director, will review the qualification packages and may interview the selected consultants.
- After the interviews, the Selection Review Committee will select consultants for recommendation to provide the services requested in the RFQ.
- If necessary, the Selection Review Committee may elect to have a second interview with one or more of the selected consultants.
- The Selection Review Committee may visit some of the consultant's project sites and/or talk to references.
- A contract will then be entered into between the City and the Consultant for the services required under this RFQ.

The Selection Review Committee will evaluate consultant’s qualifications based on the following criteria:

- The quality and depth of the consultant team's applicable knowledge, and experience with the selected disciplines that would be required in a municipal setting.
- Demonstrated ability to work with and obtain approvals or permits from local, state, and/or federal agencies for the type of projects contemplated.
- The qualifications of the personnel who will be working on the different task assignments.
- References from related past projects.
- Approach of the firm to complete the work on a task-by-task basis.
- The firm's ability to maintain an appropriate and productive relationship with the City, including working on the project with in-house personnel

Additionally, the Consulting Engineer's Qualification Package shall discuss in sufficient detail the steps to providing the deliverables as defined by the various disciplines. This discussion shall be important to the selection process, as it relates to effective communication and coordination with the City.

The City of Bath reserves the right to solicit information about the consultant from all sources available to the City and to request additional information from the Consultant or his/her references.

Each responding Consultant will be ranked according to the City’s evaluation of his/her qualifications based on experience and other information furnished as follows:

Qualifications and relevant individual experience	30 points
Experience in the discipline being considered	25 points
Proposed approach to accomplishing assignments	25 points
Quality of proposal	20 points

## **SCHEDULE OF COSTS**

Qualification packages shall include a schedule (in one separate sealed envelope) of the consultant's hourly rates for personnel and their capacity, expected to be billed to any of the potential task assignments. Overtime rates will not be allowed on the contract, all hours authorized will be paid for at base rates. All MaineDOT projects will be billed based on Burdened Hourly Rates as specified in MaineDOT policies. A schedule of other charges (if any) shall be included along with the hourly rates.

## **PAYMENT**

The consultant shall be paid based on hourly rates agreed to, with a "Not to Exceed" amount negotiated for each task as determined at the time of the task assignment.

## **CONCLUSION**

Qualification Packages will be received at the Office of the City Clerk, 55 Front Street, Bath, Maine 04530 until **3:00 P.M.** on **Thursday, January 26, 2023**. The consultant shall submit **four (4) copies** of the Qualification Packages, clearly marked on the front **Request for Qualifications for General Consulting Services, (Discipline/s)**

Packages will not be opened until after the submittal deadline.

If you have questions, you may contact Lee Leiner, Public Works Director (207) 443-8357 ([lleiner@cityofbath.com](mailto:lleiner@cityofbath.com)).