

REQUEST FOR ENGINEERING PROPOSALS

Western Maine Play Museum Project / Northern Border Regional Commission Grant

The Town of Wilton, Maine is requesting proposals from qualified firms to provide engineering services pertaining to a Water Line Project and Construction Project at the Western Maine Play Museum. The Town of Wilton and the Western Maine Play Museum have received a Northern Border Regional Commission Grant for the project. Components of this work include the design plans for the installation of the new water line and connections to the indoor plumbing and supervised sprinkler system and design of the Play Museum's Play Village/Magnet Room. The work also includes construction documents, bidding, and construction administration in accordance with NBRC grant provisions.

Background

The Western Maine Play Museum, located on Main Street in Wilton, is redeveloping a former private home into a Children's Museum. The proposed improvements include upgrading of the water line that runs to the Town's water connection, from a residential service to a commercial service, capable of supporting the commercial facility's plumbing needs and sprinkler service. The indoor plumbing service has been designed by the Play Museum's Architect and Contractor.

The engineering services will also include design oversight of the Museum's Play Village/Magnet Room. Although general architectural plans of the entire museum have been completed, a specific design of these room has not been created.

The total budget for the proposed improvements and associated services is \$157,287 and is provided by federal funding through NBRC. The match for the project is provided by secured donations and will cover the remaining reconstruction of the Play Museum.

Services under this contract will be coordinated with the requirements of the NBRC Grant. Design work is anticipated to begin in the fall of 2017 and anticipated bidding of the work to take place in the fall and winter of 2017/18.

Three (3) copies of the Proposal must be submitted no later than 4:00 pm on Tuesday, October 10, 2017. Proposals should be sent to: Rhonda Irish, Town Manager, Town of Wilton, 158 Weld Road, Wilton, ME 04294. Proposals shall be labeled "RFP – Western Maine Play Museum Project".

Any questions or comments concerning the RFP or the project shall be directed to Rhonda Irish, Town Manager at manager@wiltonmaine.org with the subject "Western Maine PM RFP. Only written questions regarding this RFP will be considered – email format preferred with a deadline

of Thursday, October 5, 2017. No phone calls please. Clarifications to potential bidders will be provided as necessary.

Scope of Services

Engineering services will include, but not be limited to the following:

- Base Plans for water line installation
- Utility coordination;
- Permitting and documentation
- Design work for Play Village/Magnet Rooms
- Preparation and distribution of bid documents
- Construction cost estimates
- Technical specifications
- Evaluation of bids and recommendations for award;
- Construction administration and inspection services;
- Attendance of meetings with Representatives from the Play Museum and Town regarding design and construction
- Provide monthly progress reports; and progress reports required by NBRC including final report within 30 days of project end.

Proposal Submission Requirements

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

- Company profile: Firm size, qualifications and services.
- Project Team: Names of the Project Manager and relevant team member(s) that will be assigned to this project with their capabilities and experience with similar projects.
- Project Approach: Outline of your firm's approach to this project with an estimated project schedule that includes timelines for bid, projection award and construction completion dates.
- Scope of Services: Outline the individual and specific services your firm proposes to accomplish in each part of this project.
- Project Administration: Experience with similar projects including federal grant projects, and experience working with communities similar to Wilton.
- Workload Capacity: Firm's workload and capacity to perform the work on schedule.
- References: Names, addresses, and telephone numbers of representatives of current or recent clients familiar with the work your firm and project team. Include a Contact Person

and telephone number for each reference.

- Cost Proposal: Provide a cost proposal based on your firm's proposed "Scope of Services".
Note: The final fee and scope will be negotiated between the town and the preferred firm.
- Sub Consultants: Proposals contemplating the use of sub-consultants must include the information requested in this section for each sub-consultant.
- A copy of the firm's liability insurance: Provide a copy of both general and professional liability insurance with stated limits.

The following guidelines will be used when reviewing and ranking the Engineer submittals:

- | | |
|--|--------|
| 1. Project team qualifications and relevant experience with similar projects | 20 Pts |
| 2. Approach to the Project | 20 Pts |
| 3. Reference's satisfaction with quality, timeliness and budget management | 20 Pts |
| 4. Cost based on the Proposed Project Scope | 20 Pts |
| 5. Availability and ability to meet deadlines | 20 Pts |

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 firm ranking second will be contacted. Following final selection, the parties shall execute a contract based on this RFP and the selected Engineer's proposal. Project work under this proposal may not begin until the town and the successful firm executes a contract in accordance with NBRC requirements.

General Conditions and Requirements

The selected engineer shall agree to indemnify and hold the Town and the Western Maine Play Museum harmless from claims, demands, suits, causes of action and judgments arising from the Engineer's performance, including claims of professional malpractice or negligence.

The Town of Wilton 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 it alone may deem in the Town's best interest.