

TOWN OF WILTON WATER DEPARTMENT

Request for Proposals

Professional Engineering Services for Water
Transmission Upgrade Project

Request for Proposals

Town of Wilton Water Department, Wilton, ME

The Town of Wilton Water Department in Wilton, ME is seeking proposals from interested parties to conduct a Preliminary Engineering Report and Environmental Review for the Town of Wilton Water Department's Transmission Line Upgrade Project, to be followed by the Design and Construction of the Water Transmission Line Upgrade. This will be a multi year project and will be dependent upon funding. Proposals must be received by The Town of Wilton no later than **4:00 pm on Thursday, March 4, 2021**. Submissions shall be mailed to:

Town of Wilton Water Department

***"ENGINEERING AND PLANNING FOR WILTON WATER DEPARTMENT TRANSMISSION
LINE UPGRADE PROJECT"***

158 Weld Road

Wilton, ME 04294

The submission shall be in a sealed envelope clearly marked "ENGINEERING AND PLANNING FOR WILTON WATER DEPARTMENT TRANSMISSION LINE UPGRADE PROJECT". Three copies of the Proposal statement shall be submitted. An electronic copy of the proposal shall also be submitted to wasw@wiltonmaine.org.

The Town of Wilton also reserves the right to continue with the subsequent engineering phases with the selected consultant. Questions shall be directed to Heinz Gossman, Water Department Superintendent at wasw@wiltonmaine.org.

A mandatory pre-proposal site visit will occur on **Thursday, February 18, 2021 at 1:00 PM** at the project site (meet at the Wastewater Plant, Davis Court, Wilton). Interested parties are asked to coordinate with Heinz Gossman prior to the meeting. Contact information: 207-645-4961 or wasw@wiltonmaine.org

Summary of Current Situation - Project Description

The Town of Wilton needs to upgrade its main water lines from Varnum Pond to the Water Plant located on North Pond Road, and from the plant to the pump house on Weld Road in Wilton. The water main is AC in 8", 10" and 12" diameters for a total length of approximately 18,000 ft. The screen bunker at Varnum Pond will need to be addressed, possibly replaced. Applegate Lane area needs multiple options to look at as the current lines are too close to private residences. The pump house on the Weld Road also needs to be updated with old lines, hydrant, and equipment removed.

The Town of Wilton is seeking the services of a qualified consulting firm to prepare a Preliminary Engineering Report in accordance with USDA guidelines and an Environmental

Review in accordance with USDA, DWSRF, and other major agencies guidelines, followed by the Design and Permitting Phase, and Construction Phase.

Project Scope

The Town of Wilton is seeking a Consulting Firm for the following Project Scope:

- Preliminary Phase
 - Preliminary Engineering Report in accordance with USDA guidelines
 - Environmental Review in accordance with USDA, DWSRF, and other major agencies guidelines
 - Funding application support
- Design & Permitting Phase
 - Engineer shall obtain physical and topographical information required for the complete design of the pipeline replacement
 - Support the Town in updating permanent easements and obtaining any necessary temporary easements for the project
 - Design – This shall include pipe sizing, replacement plans and specifications. The screen chamber at the lake, the pump house and the Applegate Lane area are each in need of specific design plans
 - Prepare and submit on behalf of the Town any environmental permits including the following:
 - NRPA permit for wetlands impacts and stream crossings if applicable
 - US Army Corps of Engineers General Permit, if applicable
 - Local Planning Board
 - Any and all environmental permitting
 - Bidding assistance
- Construction Phase
 - Contract Administration Services
 - Construction Inspection
 - Preparation of Record Drawings

Proposal Contents and Evaluation Criteria

The Town of Wilton will review the Proposals on the following criteria:

1. Understanding of Project/ Scope of work
2. Proposed fees for Preliminary Phase, and potential Design and Permitting Phase, as well as Construction Phase
3. Relevant experience of the firm and its subcontractors with this type of project
4. Experience of assigned personnel
5. USDA-RD & Maine DWSRF funding experience
6. Project Schedule
7. Client References

Upon review of all proposals, the Town of Wilton may select one or more firms to interview.

Reservation of Rights

The Town of Wilton reserves the right to reject any or all submittals, waive technical or legal deficiencies, and to accept any statement that it may deem to be in the best interest of the Town of Wilton. The Town of Wilton reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The Town of Wilton reserves the right to negotiate directly with the firm selected for additional project work including design, construction administration services, and/or additional project engineering and design services.

Proposal Requirements

Each proposal shall include the following components:

- Brief Executive Summary or Approach to the Project
- Statement of qualifications, including key personnel and primary project contacts.
- Brief description of the firm
- List of comparable projects and experience statement identifying the key design personnel involved in the project
- References from at least three other similar projects within the last 5 years.
- Anticipated schedule
- Proposed Time and Material fee with a not to exceed amount for the "Preliminary Phase" (to be included under separate cover)
- Estimated Time and Material fee for the "Design and Permitting" Phase
- Estimated Time and Material fee for the "Construction" Phase
- Certificate of professional liability insurance
- Project Team Chart and Resumes
- Any other relevant information you feel is important to properly assess
- Certificate of good standing with the Secretary of State, Corporate division, in order to perform work in the State of Maine.
- Three (3) copies of the proposal submitted; one (1) electronic copy of proposal submitted.

Town of Wilton's Role

The Town of Wilton will be responsible for reviewing proposals, awarding the project, and administering the project including overseeing the consultant's work on this project.

Inquiries

No interpretation on the meaning of plans or documents will be made to any responding firm orally. All inquiries regarding this RFP should be submitted via email to Heinz Gossman, Superintendent, at wasw@wiltonmaine.org, no later than **Thursday, February 26, 2021**. The Town reserves the right to not respond to any or all inquiries. All responses will be provided to all parties inclusive of the question.