



TOWN OF KENNEBUNKPORT, MAINE

~ INCORPORATED 1653 ~

MAINE'S FINEST RESORT

May 12, 2020

REQUEST FOR Qualifications Based Selection PROPOSALS

Cape Porpoise Pier Reconstruction

Final Engineering and Construction Administration Services – Town of Kennebunkport

Sealed proposals clearly marked “Cape Porpoise Pier Reconstruction Final Engineering and Construction Administration Services – Town of Kennebunkport” will be accepted at the Town Manager's Office, Kennebunkport Town Hall, 6 Elm Street, Kennebunkport, ME 04046 until 2:00 p.m., Thursday, May 21, 2020.

Introduction

The Town of Kennebunkport owns Cape Porpoise Pier, which supports commercial fishing operations in Caper Porpoise Harbor with an economic value of 9 to 11 million dollars annually. The town has completed a preliminary design for reconstruction of the Cape Porpoise Pier with a phased construction approach that would allow commercial fishing operations to continue during the Reconstruction Project. The Preliminary Design Plan is attached to this document.

Scope of Services

The Town is seeking professional marine engineering services assist the Town in obtaining local, state and federal permits, complete the final design for the project, prepare appropriate bid documents, assist the Town in selecting a contractor, and oversee the construction administration of the project. The Town hopes to receive a Small Harbor Improvement Program Grant and/or a Boating Infrastructure Grant from the Maine Department of Transportation (MaineDOT), and a Maine Department of Environmental Protection (MaineDEP) Boat Pump Out Grant for a portion of the cost of the project. All work must be done in accordance with the requirements of MaineDOT for Locally Administered Projects. The selection of the engineering consultant will be based on a ranking of qualifications. Cost will not be a consideration in the selection process.

The following Scope of Services outlines the work that the Town expects the engineering consultant to perform. The consultant proposal may suggest an alternative scope of work provided that it meets the Town's and MaineDOT's requirements.

Task 1 Finalize Engineering Design Plan and Grant Applications

The Preliminary Design Plan has been reviewed by local commercial fishermen and at a public hearing and comments made. These comments should be reviewed and taken into consideration in

the final engineering work. The purpose of this task is to review and refine as necessary the preliminary design to serve as the basis for the final design.

- 1.1 Review the preliminary design, pier information, related documents and available information and meet with the Cape Porpoise Harbormaster and Town Staff involved in the project.
- 1.2 Work with the Town to obtain available grant funds from the State of Maine or stimulus funds from the United States Government.
- 1.3 Prepare a final design plan and cost estimate and review with Town Staff.
- 1.4 Meet with the Board of Selectmen to review the proposed final plan and cost estimate and to determine if any revisions should be made to the plan.

Task 2. Permitting

This task involves obtaining all necessary local, state and federal permits needed for the project including meeting with state and federal regulators if necessary.

- 2.1 Undertake a review of the benthic habitat and address any potential permitting issues with the environment impact of the pier reconstruction.
- 2.2 Assist the Town in obtaining a Maine DEP NRPA permit
- 2.3 Assist the Town in obtaining an Army Corps of Engineers permit
- 2.4 Prepare an application for a Town of Kennebunkport Site Plan approval and attend a public meeting of the Planning Board.
- 2.5 Prepare an application for a Kennebunk Flood Hazard Development Permit.

Task 3. Final Design

This task involves developing the final design drawings and specifications stamped by a licensed Maine Professional Engineer.

- 3.1 Revise the preliminary design drawings to address any feedback from fishermen and Town staff.
- 3.2 Prepare final design plans and engineer's cost estimate (90% review submittal).
- 3.3 Review the final design and estimate with the Town Staff and the Board of Selectmen.
- 3.4 Submit the final design to MaineDOT for review.
- 3.5 Revise the final design to address any feedback from MaineDOT.
- 3.6 Prepare and submit the final design plans, cost estimate and bid documents/book meeting Locally Administered Project standards to MaineDOT.

Task 4. Bid Process

This task involves assisting the Town with the bidding of the project and selecting a contractor after the Town receives MaineDOT authorization to advertise the project.

- 4.1 Assist the Town in preparing and placing advertisements for bids.

- 4.2 Assist the Town in reviewing and evaluating bids and selecting a contractor to perform the work.

Task 5. Construction Administration

This task involves providing administration and oversight during the construction of the project to assure that all work conforms to the plans and specifications and that documentation required by MaineDOT is prepared and submitted.

- 5.1 Organize, hold and document a pre-construction meeting.
- 5.2 Establish quality control protocols and submissions with the contractor.
- 5.3 Provide periodic on-site inspections of the work being performed.
- 5.4 Create and maintain records of the project meeting MaineDOT requirements.
- 5.5 Prepare any needed change orders.
- 5.6 Prepare monthly progress payment requisitions.

Proposal Submission

Proposals shall be submitted to Laurie Smith, Town Manager, by 2:00 p.m. on Thursday **May, 21 2020**. Proposals shall be in a sealed envelope as described below and shall include two (2) copies of the Technical Proposal and one (1) copy of the Cost Proposal. An electronic version of the Technical Proposal shall be provided to the Town with the submission via e-mail mclaus@kennebunkportme.gov. The cost proposal shall be in a separate sealed envelope included with the submission and shall **not** be included on the electronic version of the Technical Proposal. The proposal submission shall be addressed to Laurie Smith and shall indicate that it is a proposal for “Cape Porpoise Pier Engineering and Construction Administration Services”. Proposals shall be mailed to the Town of Kennebunkport, P.O. Box 566, Kennebunkport, ME 04046 or delivered to the Town office at 6 Elm Street, Kennebunkport.

Technical Proposal

The Technical Proposal shall include the following information:

- A description of the firm or individual submitting the proposal
- Contact information for the person responsible for the proposal including email address and phone number
- The firm’s or individual’s experience with the design of coastal facilities similar to the seasonal float and ramp system envisioned in the preliminary design
- The firm’s or individual’s experience with permitting for coastal facilities similar to the proposed improvement
- The firm’s or individual’s experience in working on projects funded with Ship Grants or other Locally Administered Projects funded by the MaineDOT
- The qualifications of the people who will be assigned to work on the Cape Porpoise Pier Reconstruction project
- The identification of any subcontractors that will be used and a description of the work they will be doing

- Three references for completed projects including contact person, email address, and phone number and a short description of the project and the services provided (final design, specifications, permitting, construction oversight, etc.).
- A timeline for the completion of the various tasks including a proposed start date for the contract.

Cost Proposal

The Cost Proposal shall be based on the direct salary cost plus an indirect cost factor plus a profit factor in accordance with MaineDOT procedures. The Cost Proposal must provide a breakdown of the estimated hours to be spent on each task in the Scope of Services by each employee or category of employee (i.e. Principal, Project Engineer, Engineering Technician, etc.) to be assigned to the project and the total estimated number of hours for each employee or category of employee. The proposal shall provide the actual hourly pay rate for each employee/category and shall determine the total estimated direct salary cost for the project. The hourly rate is capped at \$62 for one principal or project manager and \$50 for all other staff.

The cost proposal shall provide the firm's or individual's overhead or indirect cost rate as a percentage of direct salary costs and the basis for this determination. If the firm has a MaineDOT approved indirect cost rate, provide that information.

The Cost Proposal shall also include a profit factor that shall not exceed ten percent (10%).

The Cost Proposal shall provide a total estimated project cost based on direct salary cost, indirect costs, and profit.

Evaluation of Proposals

A Town Review Committee shall review and evaluate each Technical Proposal and shall rank the submissions based on the following criteria:

1. The firm's understanding of the Town's objectives and need for engineering services (20 percent)
2. The firm's experience with the design of similar facilities (30 percent)
3. The firm's experience with the permitting of similar projects (15 percent)
4. The firm's experience with projects involving MaineDOT SHIP Grants or other Locally Administered Projects (15 percent)
5. The qualifications of the staff to be assigned to the project including their experience with similar projects (20 percent)

The Town Review Committee will NOT consider the Cost Proposal in the ranking of the proposals and the Cost Proposals will not be opened during the evaluation process.

The Town reserves the right to accept any proposal it deems to be in the best interest of the Town or to reject any and all proposals.

Negotiation of a Contract

The Town will negotiate a contract with the firm with the highest ranked Technical Proposal based on the firm's Cost Proposal. If the Town is unable to negotiate a satisfactory agreement with this firm, the Town will open the Cost Proposal of the second ranked firm and negotiate an agreement with it. The cost proposals of all other firms will not be opened and shall be returned to the proposer unopened. The proposed contract will require approval of the Town's Board of Selectmen.

Available Information

In addition to the Preliminary Cape Porpoise Pier Reconstruction Plans, the Town has other information about the general project area. This includes topographic information for the pier, information on the headwall at the end of the pier and a survey of the ocean bottom adjacent to the pier. This information is available for inspection at the office of the Cape Porpoise Harbormaster. Arrangements to view this information can be arranged with Chris Mayo, the Cape Porpoise Harbormaster at cmayo@kennebunkportme.gov

Any questions about the proposal or scope of services should be directed to Mike Claus, Public Works Director in writing via email at mclaus@kennebunkportme.gov. All questions and responses will be provided via email to all firms receiving the –proposal from the Town as well as anyone else requesting to receive this information.