

# CITY OF GARDINER, MAINE REQUEST FOR PROPOSALS

## “Identifying Public Works Infrastructure and Mapping Project Utilizing GIS Devices”

The City of Gardiner, Maine is requesting services related to identifying and mapping of public works infrastructure:

1. Assistance in developing a plan to identify and map all city infrastructure showing locations of manholes, storm sewer pipe, sanitary sewer pipe, storm drains, etc.
2. Assist with developing a list and schedule for prioritizing projects and replacement of infrastructure.
3. Provide estimates for future work based on identified needs for labor and part replacement.
4. Work with the city to develop mapping of identified infrastructure.

Five (5) copies of Proposals must be clearly marked: “Request for Proposals – Public Works Infrastructure Map Project Utilizing GIS Devices”. **Completed proposals must be delivered by 12:00pm on June 5, 2012 at Gardiner City Hall City Manager’s Office addressed to:**

**Chuck Applebee Wastewater & Public Works Director  
City of Gardiner  
6 Church St.  
Gardiner, ME 04345**

**Submittals delivered after the deadline will not be considered.**

### **BACKGROUND**

#### City Inventory

The City of Gardiner is undertaking this project with the goal of mapping the locations of all city infrastructure. The city will accomplish this by using handheld GPS units to identify infrastructure along the streets. Once the data is collected, the plan is to integrate it into the software already in use by the city (ArcGIS 10). This data will be catalogued and used in planning future projects. The city has hired three engineering interns to collect field data, review and catalogue existing maps, build excel inventory list, and potentially incorporate the data into the cities software with the goal producing a set of city maps.

#### Values and Priorities

- The compiled data will be prioritized for future work plans.
- Special permitting needs will be identified for future replacement.

- Replacement values and condition will be assigned to each piece of identified infrastructure.

## **SCOPE OF SERVICES**

As a minimum all proposals will include the following:

### **City Inventory**

- 1) **Review the project** – The selected firm will become familiar with the City of Gardiner’s existing map list, the software, and the equipment.
- 2) **Finalize a work plan** – The selected firm will help city employees by ensuring that the work plan is comprehensive and thorough so that all data is collected during the field portion of this project.
- 3) **Mapping** – It is the cities desire to have a final set of maps that include physical locations and GPS coordinates of each piece of identified infrastructure. The hired firm will determine if the cities software is adequate to produce these maps or whether they need to be provided.

### **Values and Priorities**

- 1) **Priority** – Develop an appropriate work plan for data collection. Efficiencies should be considered when setting priorities.
- 2) **Estimate of structure** – Determine a value for each piece of identified city infrastructure.
- 3) **Prioritized list** – Work with the city to determine a condition ranking for each piece of identified infrastructure.
- 4) **Report and deliverables** - The consultant will issue a final report to be delivered to the city that will incorporate the completed field work and mapping. A PDF copy of the report is expected.

The City of Gardiner encourages consultants to provide alternative methods to accomplish and ensure a successful project.

## **PROPOSAL SUBMISSION REQUIREMENTS**

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

- **Transmittal Letter:** A brief letter summarizing project team's qualifications.
- **Company profile:** Firm size, qualifications and services.
- **Project Team:** Names of project manager and relevant team members that will be assigned to this project with their capabilities and experience with similar projects.
- **Project Approach:** Outline of the proposed scope of work and approach with estimated project schedule including timelines for specific tasks. Note the city would like to complete the data collection by August 24, 2012 and to complete the map production by November 15, 2012.
- **Project Administration:** Experience with similar projects.
- **Workload Capacity:** Firm's workload and capacity to complete the data collection by August 24, 2012 and to complete the map production by November 15, 2012.
- **References:** Names, addresses, and telephone numbers of representatives of current or recent clients familiar with the work your firm and project team (three suggested). Include a Contact Person and telephone number for each reference.
- **Cost Proposal:** Provide a cost proposal based on your firms proposed "Scope of Services" Include as a minimum: 1) Expected method of payment with an individual Not-to-Exceed lump sum cost; 2) All direct and indirect costs for performing the work; 3) A person-hour breakdown by discipline and task with hourly costs.
- **Sub Consultants** - Proposals contemplating the use of sub-consultants must include the information requested in this section for each sub-consultant.
- **Additional Data:** Provide any additional data you consider essential to the submittal.

**Note:** The final fee and scope will be negotiated between the city the preferred firm.

## **SELECTION PROCESS AND CRITERIA**

The proposal review team will include the Wastewater & Public Works Director, and the cities team of engineering interns. The following guidelines will be used when reviewing and ranking the submittals:

1. Project team qualifications and relevant experience with similar projects	20 Pts.
2. Approach to Project Scope	25 Pts.
3. Reference's satisfaction with quality, timeliness and budget management	10 Pts.
4. Cost based on the Proposed Project Scope	25 Pts.
5. Availability and ability to meet deadlines	<u>20 Pts.</u>
Total Possible Points	100 Pts.

Firms 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 firm's proposal. Project work under this proposal may not begin until the City of Gardiner and the successful firm executes a Contract.

## **GENERAL CONDITIONS AND REQUIREMENTS**

### **Indemnification and Insurance:**

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

The City of Gardiner 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 its best interest.

## **QUESTIONS**

Any questions or comments concerning this RFP or the project shall be directed only to Josh Nickless at 582-1172.