



**Request for Proposals
Capehart Restoration Ph. II
Excavation Services
RFP No.: P16-001**

**Purchasing Department
73 Harlow Street
Bangor, Maine 04401
207-992-4282**

Issue Date: June 30, 2015

I. Introduction

The City of Bangor seeks bids from qualified contractors to perform excavation services for the installation of concrete storm sewer basins and the associated separator row system for the placement of catch basin inserts.

II. General Information

General information is available on the City's website at the following web address: www.bangormaine.gov/bids/proposals. By submitting a response to this solicitation, the bidder accepts the responsibility for downloading, reading, and bidding by the terms and conditions set forth in the City's "General Information for Vendors".

III. Submission

To be considered, return the Proposal Form and any other information the Proposer deems important in an envelope **clearly** marked "**Proposal No.: P16-001: Capehart Restoration Ph. II Excavation Services**" by **2:00 PM, July 29, 2015** to City of Bangor, Purchasing Department, 73 Harlow Street, Bangor, Maine 04401.

Proposals may also be submitted via email by sending to: bids@bangormaine.gov. If emailing, please reference "**Proposal No.: P16-001: Capehart Restoration Ph. II Excavation Services**" in the subject line. Proposals will be publicly opened on the date and time stated above.

IV. Questions

All questions must be directed in writing to bids@bangormaine.gov no later than 4:30 PM. The City will issue a response to any questions or inquiries submitted in writing by the date above, on or before **4:30 PM, Wednesday, July 15, 2015**. The response will be in the form of an addendum, which will be available on the City's website.

V. Requirements

Qualified contractors must at a minimum meet the following requirements:

- ✚ Prior history of experience with the Bidder, and prior history or experience with requested services;
- ✚ Have a proven successful track record working on similar work;
- ✚ Comply with all regulations related to erosion and sedimentation, non-storm water discharges, Highway/DOT and OSHA regulations.

The contractor should provide daily rates for a complete construction crew including all equipment, supplies, DOT signage, cones, flaggers, etc. The City will contract directly with the concrete manufacturer and the filtration and media provider, so only daily rates for crew and equipment are requested. The City reserves the right to terminate the contract at a task's completion if the product or work produced is unsatisfactory.

VI. Scope of Services

The selected contractor will provide the City with daily rates for a complete construction crew including all equipment, supplies, DOT signage, cones, flaggers, etc. The scope of work is to install thirty (30) concrete storm sewer basin systems (including the separator row catch basin systems) that will be outfitted with 60 filter cartridges. The proposal should also provide daily rates as stated above to install 8 compact bio-filtration systems. The City anticipates no more than 70 days to complete the scope of work spread out over two years and ending sometime during the fall of 2017.

VII. Proposal Content including Line Bid Sheet

Proposals and Bid Sheets are to be written Proposals presented in a clear and concise manner. However, the City reserves the right to negotiate any portion of the proposal determined to be unclear or to inappropriately address the needs of the City of Bangor. All proposals shall remain firm for sixty (60) calendar days after receipt of the proposals.

A. Personnel

The responder shall describe its proposed staffing for the project. This will include an identification of the individuals assigned to the project and their responsibilities related to the project.

B. Schedule

A proposed project completion date shall be delineated.

C. Current/Related Assignments

Please highlight your firm's related assignments and also your key staff member's capacity to undertake this work, should your firm be awarded the contract, in relation to existing and pending assignments.

D. Qualifications

In order to aid in the evaluation of its proposal, the responder must submit qualifications/experience statements. These are to include information concerning the firm's background and experience and the skills and qualifications of its staff. Information on particularly relevant projects shall be summarized including an identification of the applicable project, the project location, consultant role; the results of the project; and the name, address, and phone number of contacts.

Resumes of staff members to participate in this project shall be provided detailing their relevant experience and expertise. A list of three references shall be provided; the references shall be clients for whom the consultant or staff members have provided similar work. The list of references should indicate whether the work experience is that of the firm or of individual staff personnel. The references shall be identified with respect to the type of work provided, the organization's name, its address and telephone number, and the name of a contact person.

Other information demonstrating the responder's qualifications to undertake the proposed assignment may be submitted. All information is to be provided in an 8½" x 11" format and bound into the Requests for Proposals submission.

E. Cost Proposal

Submit a proposed fee schedule by service or task. Fee schedules must include a general description of anticipated services to be provided as well as an itemized estimate of reimbursable expenses, estimated number of hours to complete each task and a "not to exceed" fee for each service or task.

The final contract price will be negotiated with the successful consultant with regard to scope of work and City staff participation and involvement from the departments involved with the project.

VIII. Selection Process

A. Evaluation Criteria

All proposals will be evaluated to assure that they meet all the project requirements and are fully responsive to this Request for Proposals. The proposal must include all submission requirements and must fully address all items in this request.

Proposals meeting all the project requirements will then be evaluated based on the following criteria. The criteria are not necessarily in order of importance.

- Firm Experience/Capabilities/Capacity
- Staff Experience/Capabilities/Capacity
- Project References, and
- Fee Proposal
- Time allowed for delivery

B. Selection process

The proposals determined to be responsive will be evaluated by the City. The City will evaluate the proposals on the basis of the information submitted only. The City reserves the right to select the Proposer deemed most advantageous or not award all or any the work in the Request for Proposals.

C. Schedule

The City reserves the right to interview selected Proposer(s).

D. Disclaimer

The City of Bangor will not be responsible for any costs incurred in the preparation of a response to this Request for Proposals.

E. Qualifications

No contract will be awarded except to a responsible Proposer capable of performing the work contemplated. Proposer must comply with all State, Federal and municipal laws. Before the award of any contract, Proposer may be required to show that he/she has the necessary facilities, experience, ability, and financial resources to perform the work in a satisfactory manner.

F. Proposal Acceptance

The City reserves the right to select the Proposer(s) best able to provide the services required. In evaluating proposals, the City of Bangor reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or the entire successful proposal in selecting the services considered to be the most advantageous to the City. All material submitted becomes the property of the City of Bangor. The evaluation of proposals and determination of the award will be at the discretion of the Finance Committee and its judgment shall be final and without right of recourse by any Proposer.

G. Rejection of Proposals

The City of Bangor reserves the right to reject any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the City may require. Rejection of any proposal shall be construed as meaning simply that the City does not deem the proposal to be acceptable or that another proposal is deemed to be more advantageous to the City for the particular services proposed.



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Note: Services must be bid by using this Bid Form. Failure to comply with the above may result in disqualification.

Item	Description	Unit	Total
Install thirty (30) concrete storm sewer basin systems (including the separator row catch basin systems)			
1	Equipment	Daily Rate	\$ _____
2	Personnel	Daily Rate	\$ _____
3	Flaggers	Daily Rate	\$ _____
4	DOT signage, cones, supplies, etc.	Daily Rate	\$ _____
	Subtotal:		\$ _____
Install eight (8) compact bio filtration systems			
5	Equipment	Daily Rate	\$ _____
6	Personnel	Daily Rate	\$ _____
7	Flaggers	Daily Rate	\$ _____
8	DOT signage, cones, supplies, etc.	Daily Rate	\$ _____
	Subtotal:		\$ _____
Total Amount:			_____
<i>Price must include all miscellaneous charges: fuel, transportation, etc.</i>			
<i>No other charges will be accepted.</i>			

Estimated amount of days to complete the project spread out over two years _____			
Business Name:			
Street or PO Box			
City, State, Zip			
Telephone Number			
Fax Number			
Email Address			
Contact Name			
Title		Date	