**MUNICIPALITY OF**

**REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES**

**WIN:      , TITLE:**

The Municipality of       (Municipality) is soliciting Technical Proposals for engineering services for a state-funded project consisting of      , reference WIN      . *Price shall not be mentioned in the Technical Proposal; otherwise, that proposal shall be disqualified from consideration for award.*

The Municipality has been awarded funding from the Maine Department of Transportation (MaineDOT) for the project. All work on the project is subject to state requirements, as set out in the MaineDOT’s Local Project Administration Manual & Resource Guide: [www.maine.gov/mdot/lpa/manual/](http://www.maine.gov/mdot/lpa/manual/)

1. **RFP COORDINATOR**

All contact regarding this RFP shall be made through the RFP Coordinator listed below, by email. Contact shall apply to questions, requests for clarification, and Technical Proposal submissions.

RFP Coordinator:

Title:

Email address:

1. **TECHNICAL PROPOSAL DUE DATE**

Technical Proposals must be submitted to the RFP Coordinator listed above as follows:

* Date Due:
* Local Time:

**Late proposals:** Any proposal, portion of a proposal, or unrequested proposal revision received at the Municipality after the date and time specified above will not be considered.

1. **REQUESTS FOR CLARIFICATION / RFP AMENDMENTS**

During the Technical Proposal preparation period, questions and requests for clarification must be emailed to the RFP Coordinator. The subject line must reference the WIN and Project Title.

The deadline to submit questions or requests is       p.m. on MONTH/DAY/YEAR. Requests received after this deadline will not be accepted.

Responses will be posted to the Municipality’s website –       – by Time on MONTH/DAY/YEAR.

**The Proposer’s shall check the referenced website for clarifications and amendments.** The Proposer must reference all amendments in its response to this RFP.

1. **PROJECT BACKGROUND / SCOPE OF WORK**
2. **Project Background**

Insert project purpose and need, as well as map of location of project

1. **Project Scope of Work**

The successful Proposer will insert detailed Scope of Work, including a schedule outlining project deliverables and any other relevant milestones.

1. **Technical Proposal Requirements**

Proposers will describe in detail how they will complete the defined tasks and deliverables, as follows: Include tasks, deliverables, etc you expect from the Proposal.

1. **PREQUALIFICATION**

The successful Proposer must be pre-qualified by MaineDOT under Service Number Insert Service Number - Service Definition.

1. **TECHNICAL PROPOSAL SUBMISSION PACKAGE**

Technical Proposals must provide all of the information requested below, in the order presented, in one PDF file:

1. **Appendix A - Proposer’s General Information Form**

Proposers shall complete all sections in **Appendix A**, which has been included with this RFP.

1. **Staff Qualifications**

Proposers shall identify all staff who will be assigned to fulfill the contract requirements, as well as any subcontractors, if applicable. Proposers shall describe each person’s role. Résumés for each assigned staff person must be included and must describe the person’s educational and work experiences, specifically their role on projects similar in nature to the services in this RFP.

1. **Experience**

Proposers shall provide 5 similar projects completed with their current staffs in the last 5 years. Proposers shall include a brief description of each project, dates of the project, results, and points of contact (client’s firm name, physical address, contact name, contact e-mail, and contact telephone number). Points of contact may be contacted to verify results and to inquire as to the client’s general level of satisfaction with the Proposer’s services.

1. **Understanding of, and Proposed Approach to, the Project**
2. Proposers shall demonstrate their understanding of the work required by the Municipality for this project.
3. Proposers shall demonstrate their capacity to be successful in performing the work required for this project.
4. Proposers shall present their approach to delivering each project task, milestone, deliverable, etc. as well as the completion of the overall Project. In addition to describing their approach, Proposers shall include a timeline covering from initiation to finalization of the Project.
5. **Proposer’s Ability to Control Project Schedule and Costs**
   * 1. Schedule/Workload/Communication:

Proposers shall briefly describe their firm’s methods of schedule control and ability to handle projected workload. Proposers are to discuss their approach to project coordination with the Municipality. Proposers should describe how the firm will manage its role and how it intends to maintain effective communication.

* + 1. Methods for controlling costs/quality control and assuring constructability:

Proposers shall briefly describe how they control and monitor client costs, control quality, and, if applicable, assure constructability of design plans.

1. **TECHNICAL PROPOSAL RATING AND SELECTION PROCESS**

Technical Proposals will be reviewed and rated using the scoring criteria and weights in Section 8 of this RFP, below. This is a Qualifications Based Selection (QBS) process. Technical Proposals submitted in response to this RFP shall not to include any information regarding costs.

*Inclusion of price information will result in the* ***disqualification*** *of that Technical Proposal from award consideration.*

1. **TECHNICAL PROPOSAL SCORING CRITERIA AND WEIGHTS**

Technical Proposals will be scored on the criteria below, using a 100-point scale, as follows:

1. **Proposer’s Staff Qualifications –** **Points**
2. **Proposer’s Experience –       Points**
3. **Proposer’s Understanding of, and Proposed Approach to, the Project –       Points**
4. **Proposer’s Ability to Control Project Schedule and Costs –       Points**
5. **AWARD**

The Municipality intends to make one award, to the Highest Qualified Proposer, as a result of this RFP process. The “Highest Qualified Proposer” is defined as the Proposer whose Technical Proposal received the highest overall score based on the evaluation criteria stated above.

The Municipality will enter negotiations with the Highest Qualified Proposer to finalize the contract for this project. If the Municipality cannot negotiate a satisfactory contract with that Proposer, the Municipality reserves the right to terminate negotiations and to enter negotiations with the next most qualified Proposer, and so forth, until a contract is finalized.

1. **PRICE PROPOSAL**

After the ranking of Technical Proposals, the Highest Qualified Proposer will be invited to submit a Price Proposal within 5 business days from the date of the request using a standard form found in the “Consultant Procurement” section of MaineDOT’s Local Project Administration website: <https://www.maine.gov/mdot/lpa/lpadocuments/>

Upon receipt, the Municipality will compare the Price Proposal submitted by the #1 ranked firm against its independent estimate and begin negotiations with that firm.

The Price Proposal must include the following:

1. **Completed Consultant’s Detailed Price Proposal Form:** <https://www.maine.gov/mdot/lpa/lpadocuments/>
2. **Direct Labor Expenses / Employee Classifications:**

The Price Proposal must show each employee’s classification and direct labor rate, based on the actual rate of pay. **A cap on direct labor of $85.00 per hour applies to this project, based on actual rates as documented in the Appendix A-1 Form.***The Municipality must approve a wage-rate waiver, in consultation with MaineDOT, for any rate exceeding this maximum.*

1. **Overhead Rate:**

The Price Proposal must include a Proposer’s current overhead rate approved by MaineDOT’s Office of Audit. If a current Audited Overhead Report (AOR) is not on file with MaineDOT, one must be provided. If there are changes to an approved overhead rate following contract execution, the Consultant must submit an updated AOR to MaineDOT’s Office of Audit for approval. ***Note:*** *A fixed commercial rate may be used, with permission from the Municipality in consultation with MaineDOT, for small firms without an Audited Overhead Report.*

1. **Profit:**

Proposed profit is based on factors such as the degree of risk, the relative difficulty of work and the size of a job. Profit shall be limited to 10 percent in most cases, unless a waiver is granted. ***Note:*** *Justification must accompany a proposed profit rate exceeding this maximum, subject to approval by the Municipality in consultation with MaineDOT.*

1. **Itemized Direct Non-Salary Expenses:**

Project specific non-salary expenses such as printing, tolls, mileage (at State of Maine rate) and subconsultant costs that are not included in the Direct Labor, Profit and Overhead rates.

1. **Total Proposed Cost:**

The sum of all Direct Labor, Overhead, Direct Expenses and Profit.

1. **CONTRACT REQUIREMENTS**

*The following documents will be requested only from the Highest Qualified Proposer.*

1. **Appendix A-1 Form**

Appendix A-1 shall be completed using the proposed overhead and profit rates from the Consultant’s Price Proposal Form. The Consultant must list names and classifications of employees who will – or potentially will – work on the project. Employee pay rates listed on the form must be actual rates, supportable by certified payroll. For an Adjustable Burdened Rate payment method, any changes to the Appendix A-1 Form after contract execution shall be sent to the Municipality with supporting documentation prior to any changes in billing. This form must be signed by an authorized financial or payroll representative of the Consultant firm.

1. **Insurance Certificates:**

Insurance Certificates (Accord Form) must accompany the Price Proposal. Insurance coverage shall not reference a specific project. Minimum required coverages include the following:

* + Professional Liability or Negligent Acts, Errors and Omissions Policy – $1,000,000 per claim and annual aggregate
  + Commercial General Liability, listing the Municipality and MaineDOT as additional insureds – $1,000,000 per occurrence and $2,000,000 in the aggregate.
  + Automobile Liability – $1,000,000 per occurrence
  + Worker’s Compensation – in accordance with the laws of the State of Maine.
  + Excess/Umbrella Liability (if applicable).

1. **Insurance Waiver Form *(if applicable)*:**

Consultants not meeting the minimum insurance requirements set out above must submit an Insurance Waiver Request Form and their insurance certificates to the Municipality for review.

1. **Subconsultant Proposal *(if applicable)*:**

If there will be subconsultant work, the Prime Consultant must submit the subconsultant’s Proposal with an itemized cost breakdown as supporting documentation. If a subconsultant’s work is estimated to cost $250,000 or more, the subconsultant’s completed A-1 Form and Audited Overhead Report also must be submitted.

1. **CONTRACT TERM, TYPE AND PAYMENT METHOD**

The anticipated initial contract term shall be for a period of      , commencing upon full execution of the contract awarded pursuant to this RFP. The Municipality reserves the right to modify the initial contract term and to award additional phases of the Project. The contract type and payment method for this Project shall be determined following the selection of a successful Proposer.

1. **TERMS & CONDITIONS / FUNDING SOURCE / GENERAL INFORMATION**
2. Since this project involves funding from MaineDOT, the contract resulting from this RFP will be governed by applicable provisions of MaineDOT’s Consultant General Conditions: <https://www.maine.gov/mdot/cpo/docs/general/2020/ConsultantGeneralConditions4212020.pdf>
3. This RFP does not commit the Municipality to pay costs incurred in submitting or preparing your Technical Proposal.
4. **FREEDOM OF ACCESS ACT - CONFIDENTIALITY.**

Under Maine’s Freedom of Access Act, Title 1 M.R.S.A. Chapter 13 §402 (3), et seq., “Public Records” (as that term is defined in Title 1, §402: Definitions) are available for public inspection and copying once an award notification has been made.

As a general matter, information submitted in response to this RFP will be considered to be “Public Records” available for public inspection and copying, once an award notification has been made. If a Proposer believes that parts of its Technical Proposal fall within one or more of the exceptions to the definition of “Public Records” set forth in Title 1 M.R.S.A. Chapter 13 §402(3), that Proposer may submit those parts of its Technical Proposal, with each page marked “Confidential”. Proposers must include a non-confidential statement of the basis for Proposer’s claim that those parts of its Technical Proposal fall within one or more of the exceptions. Designating part of a Technical Proposal “Confidential” does not, by itself, ensure that those parts of the Technical Proposal will remain confidential. Technical Proposals with no sections designated as “Confidential” will be considered public information after award notification and will be released as such when requested.

If the Municipality receives a request to inspect or copy those parts of the Proposer’s Technical Proposal marked confidential, the Municipality will notify the Proposer that such a request has been received. If the Municipality agrees that the documents so identified fall within one of the exceptions to the definition of “Public Records”, the Municipality will notify the party requesting disclosure (“Requestor”) that the documents will be withheld. If the Municipality determines that the confidential designation submitted is overbroad, the Municipality will contact the Proposer in an effort to narrow the confidential designation. If the Proposer disagrees with the Municipality’s determination of what constitutes public records available for disclosure, the Proposer can seek a protective order or other legal remedy under Title 1, §409. If the Requestor files a legal action to gain access to confidential information withheld under this section, the Proposer must retain counsel and file for a protective order. Proposer’s failure to join the action and secure a protective order shall constitute a waiver of its claim that the information is confidential. The Municipality will comply with the order issued by the reviewing court.

1. **CONTACT INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Firm Name: | 1. Office Phone No.: | | 1. Cell Phone No.: |
| 1. Contact First & Last Name:   Mr.  Ms. | 1. Title: | 1. Contact email Address: | |
| 1. Firm’s Web Address: | | 1. Name of Firm’s President/Managing Officer: | |

1. **CORPORATE INFORMATION:**

|  |  |  |
| --- | --- | --- |
| a. Type (select one):  Individual  Partnership  Minority Owned  Woman Owned  Small Business  S Corporation  Limited Liability Company  Corporation (State of origin):  Other: | b. Firm’s DUNS Number: | e. Does your firm have an Audited Overhead Report dated within the last two (2) years?  Yes  No  What is the date of your most recent Audited Overhead Report? |
| c. Firm’s Federal EIN: ­­­­ |
| d. Firm’s State of Maine Vendor No.:  VC       OR  VS |
| f. Is your firm a Disadvantaged Business Enterprise (DBE)?  Yes  No  If yes, are you certified as such by MaineDOT’s Civil Rights Office?  Yes  No | | |
| h. Address of your Corporate Headquarters: | | |

1. **DEBARMENT, SUSPENSION, INELIGIBILITY, OR EXCLUSION:**

|  |
| --- |
| By submitting to this RFP, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this Proposal:   1. Are not debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency. 2. Have not within three (3) years of submitting the Proposal for this contract been convicted of or had a civil judgment rendered against them for:    1. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.    2. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;    3. are not indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and    4. have not within a three (3) year period preceding this Proposal had one or more federal, state or local government transactions terminated for cause or default.   ***Failure to provide this certification may result in the disqualification of the firm’s Proposal.*** |

1. **AFFIRMATIVE ACTION:**

|  |  |  |
| --- | --- | --- |
| 1. Does your firm have an Equal Employment Opportunity (EEO) policy and plan?  Yes  No | 1. Is your firm aware of EEO responsibilities?  Yes  No | 1. Is your firm aware of MaineDOT’s goals for utilization of DBE firms?  Yes  No |

1. **CERTIFICATION:**

|  |  |  |
| --- | --- | --- |
| By submittal of this form, I certify that this firm has not been debarred, suspended, declared ineligible or voluntarily excluded from contracts by the Federal Government or any State Agency within the last 3 years.  Check Here to Agree  By submittal of this form, I certify that I have thoroughly read and understand all of the information contained in this RFP.  Check Here to Agree  By submittal of this form, I certify that I have reviewed the Firm’s Submittal Package to ensure that all of the required documents are included in the Firm’s submittal.  Check Here to Agree  By submittal of this form, I certify that all of the information contained in the Firm’s Submittal Package are true and accurate and that I am an Authorized Signatory Officer of the Firm.  Check Here to Agree  By submittal of this form, I certify that the typed name below (a) is intended to have the same force as a manual signature, (b) is unique to me, (c) is capable of verification, (d) is under my control, and (e) is linked to data in such a manner that it is invalidated if the data are changed, per 10 M.R.S.A. §9501, et seq.  Check Here to Agree  By submittal of this form, I certify that I acknowledge any and all amendments in response to this RFP.  Check Here to Agree | | |
| 1. Typed Name of Submitting Authorized Officer: | 1. Title: | 1. Date: |