



City of Westbrook, Maine

Request For Qualifications (RFQ)

Westbrook Common Revitalization Project

Design & Engineering and Construction Ready Bid Documents

Introduction

The City of Westbrook is seeking proposals from qualified professionals to bid on design and engineering services and completion of bid-ready construction documents for the revitalization of Westbrook Common, an existing pedestrian mall in our downtown.

Westbrook Common is one of the most visible and functional pieces of public property centrally located in our downtown core. The space currently is blighted, underutilized and in need of redesign involving complete demolition and reconstruction (location between 850 Main Street and 1 Westbrook Common - see attached photo).

Westbrook Common is a pivotal pedestrian access between William Clarke Drive and Main Street and provides connectivity to Church Street and Mechanic Street parking lots. Its location is central to the heart of the downtown, provides a link for residents of adjacent neighborhoods and, when reconstructed and activated, will act as a downtown destination space for residents and visitors to our community. Westbrook Common also serves as an extension of small businesses' storefronts along the buildings that abut the space.

The City of Westbrook is committed to critical downtown investments that help us:

- Revitalize our urban core and support increased pedestrian accessibility;
- Protect our waterways and allow increased access to them;
- Leverage both public and private sector capital and drive investments to our downtown; and
- Promote our downtown as a place to live, work and recreate.

We seek a strong technical team including, but not limited to, civil engineers, architects, geotechnical design, surveyors and electrical engineers, due to the substantive amount of utilities in the space. The pedestrian mall will have all existing surfaces removed as part of this project including but not limited to the planters, fountain, walking surfaces, vegetation, etc. Goals to achieve in this project are to open up the space to provide a visual corridor through the mall for people to access the downtown area and associated businesses, create a unique, inviting space, and utilize design features that are low maintenance. Concerns currently raised on the existing space are: 1) Visual blocks with existing structures 2) Does not afford flexible flat space with existing fixed elements. 3) Rundown look due to inability to maintain such high maintenance features.

The selected firm will complete a two-phase process:

- Phase I deliverables: At least 2 concept designs & a singular draft construction budget
- Phase II deliverables: Final design, bid specs/construction-ready package

Critical timeline, Qualified Professional Services Selection Process & dates.

Phase I Design/Engineering Firm Selection

- **February 4, 2019** - Final Council approval for \$100,000 design/engineering services
- **February 5, 2019** - RFQ issued for design/engineering services out to bid
- **February 19, 2019** - Design/engineering RFQ submission deadline
- **February 20th and 21st** - Interviews with selected design/engineering firms
- **February 25, 2019** - Council first reading design/engineering firm selection
- **March 4, 2019** - Council second and final reading design/engineering firm selection
- **March 8, 2019** - Steering Team meets with selected design/engineering firm
- **Mid-April 2019** - Concept designs (at least 2), estimated construction budget and supporting materials completed for request for funding presentation to Cornelia Warren Community Association

Phase II Design/Engineering

- Build upon work completed to date
- Have selected design/engineering firm lead community engagement process
- Determine final design schedule and public meeting dates
- **January 2020** - Finalize designs/engineering/construction numbers/construction bid packages ready for release.

About Westbrook

The City of Westbrook is a diverse and energetic community where the spirit of innovation and attitude of determination are leading our success. Businesses in all industries, including manufacturing, biotechnology, healthcare, technology, food and higher education are thriving in both state of the art and historically preserved facilities. We partner with several community organizations to serve the City including Discover Downtown Westbrook, Westbrook Gorham Community Chamber of Commerce, Westbrook Arts & Culture, My Place Teen Center, Intercultural Community Center,

Westbrook School Department, Westbrook Housing, Friends of the Presumpscot River, and Presumpscot Regional Land Trust. Being adjacent to Portland, our location is central to major transportation hubs. Our downtown is situated on the beautiful Presumpscot River and our City offers many outdoor recreational amenities. We recognize that tourism is Maine's largest economic engine and envision Westbrook capturing a greater market share as we become more destination oriented.

The City of Westbrook, Maine, has a population of 17,494 at the 2010 census. Per U.S. Census is part of the Portland–South Portland–Biddeford, Maine metropolitan statistical area.

Westbrook has a total area of 17.33 square miles (44.88 km²), of which, 17.12 square miles (44.34 km²) is land and 0.21 square miles (0.54 km²) is water.

As of 2010, there were 17,494 people, 7,568 households, and 4,456 families residing in the city. The population density was 1,021.8 inhabitants per square mile (394.5/km²). There were 7,989 housing units at an average density of 466.6 per square mile (180.2/km²). The racial makeup of the city was 92.3% White, 2.3% African American, 0.2% Native American, 1.9% Asian, 0.1% Pacific Islander, 0.6% from other races, and 2.5% from two or more races. Hispanic or Latino of any race were 1.9% of the population. We are a growing and diverse community.

Scope of Work

The project has a limited scope and City staff is available to support the work efforts. The budget is \$100,000.

The City envisions that there will be 6 main tasks for the successful firm. They are as follows:

Phase I

1. Literature Review: Research existing utilities, original Urban Renewal Plans, and existing survey/deed information to have a complete understanding of the constraints in the project area. Additionally, in the steering committee meeting maintenance constraints will be provided to be factored into the design.
2. Survey review of project limits: The survey work shall include locating all features including utilities; curbs; existing plan, profile and cross sections as needed; sidewalks; abutting structures; property lines; environmental constraints to the extent necessary to design and construct the project.
3. Concept Design Drawings (at least 2 designs) and 1 set of estimated construction costs and necessary support materials for submission to grant authorities.
4. Public Involvement phase and meetings with City Staff/Steering committee to guide/review design progress. Additionally, explore options for a temporary/permanent art display location within the project limits.

Phase II

5. Final Design drawings and construction estimates: We anticipate the work will consist of, but not be limited to, civil design, geotechnical design, structural design, landscape design and lighting design. The production of drawings and specifications setting forth in detail, meeting the requirements for the

construction of the project are required. This includes the preparation of site plans in quantity, form and detail necessary to be accepted as complete application for the approval of government authorities having jurisdiction over the project.

6. Preparation of construction bid-ready documents: The firm will prepare the construction documents so that construction of the project may be competitively bid. The preparation of the specifications and necessary bidding information, bidding forms, and the conditions of the contract are expected.

The City retains all ownership of final products of this project in both hard copy and electronic data files. Electronic files provided in a program format acceptable to the City Standards.

Selection Criteria

An RFQ selection team comprised of members from the Mayor's Office, Discover Downtown Westbrook, Department of Public Services & Engineering, and Planning and Code Enforcement will review RFQ submissions and rank the proposals. The City is not bound by the lowest cost proposal but may accept the proposal that is considered to be the best value for the City.

The City will negotiate terms for a contract to complete the tasks with the top ranked proposer. If a satisfactory agreement cannot be reached, negotiations with that firm will be suspended and negotiations opened with the second firm. The process continues until an agreement is reached and contract is executed.

The following criteria will be used to rank proposals and be evenly weighted in importance:

1. Quality of performance on previous contracts of a similar nature
2. Qualifications of assigned personnel to the project and that those personnel were part of highlighted projects.
3. Price in comparison to quality and quantity of services rendered.
4. Work plan and timetable to complete the project.
5. Completeness of the submission (Including adequate insurance coverages).

Proposal Requirements

All proposals must include the following elements:

1. Identification and qualifications of the staff to be assigned to this study, including the project manager. Attach the resumes of all key personnel who may have direct, regular involvement in the project.
2. List all officers of the firm and where each function of the work will be performed.
3. List all subcontractors that will be used on the project. Key personnel from those firms must be disclosed similar to number 1 above. The City reserves the right to review

and approve any subcontractors that have not been identified in the response to this request.

4. A detailed list of the tasks proposed to complete the project.
5. Lump sum fee amount for all tasks proposed, including all reimbursable expenses. The proposal must include the terms and conditions of payment.
6. Proposed budget with anticipated hours needed to complete the project. List assigned staff persons or subcontractors assigned to tasks with cost breakdowns.
7. Hourly rates charged for any additional task(s) that may be added to the scope of the project.
8. A proposed timetable to complete the project including identifiable benchmarks for the City to gauge progress of the contract.
9. Identification of any facilities or equipment that the City will provide.
10. Three (3) references from the proposer's client list for similar projects including the name and telephone number of the contact person.
11. List all recent similar projects your firm has undertaken, completed by some or all key personnel.
12. Disclose any legal or administrative actions, civil or criminal, resolved or unresolved, that have occurred or have been filed in any jurisdiction(s), in the past three years, involving the proposing entity and/or its officers or principals. Proposers shall further disclose the status of any claims pending against them. Such disclosure shall be in written form and shall include a summary of the action(s), a list of parties, and any relevant case or control number.

General Requirements of the City

The successful proposer shall agree to defend, indemnify and hold the City harmless from all losses, damages, and costs which arise as a result of the performance of this agreement, to the extent it is caused by the Contractor, its subcontractor or anyone for whose act it may be liable. The obligation to indemnification shall not be limited by the availability of insurance. The firm shall be responsible for any and all injury or damage as result of any services rendered under the terms and conditions of the contract. The firm also agrees to hold the City harmless for any negligent act or omission committed by any subcontractor or other person employed by, under the supervision of, the firm under the terms of the contract. The successful proposer, before signing the contract, shall produce evidence satisfactory to the City that he/she has secured all appropriate liability insurance coverage in the amount of not less than \$400,000, combined single limit for bodily or personal injury, death and property damage, protecting the proposer and naming the City as an additional insured from such claims, and also has secured Workers' Compensation Insurance. The firm shall also provide Professional Liability Insurance, covering both itself and sub-consultants, if any, in the minimum amount of one million (\$1,000,000) dollars for errors, omissions and negligence.

All certificates of insurance evidencing such coverage shall be provided to the City for review prior to the execution of the contract.

All certificates of insurances shall provide that the City will receive a 30-day notice in advance of the cancellation of any policy.

The selected firm will reimburse the City and hold it harmless from the cost of any losses for which the firm is responsible.

Submission Requirements

To be considered, 6 copies of the proposal must be received by the Mayor's Office, Attention: Daniel B. Stevenson, Westbrook City Hall, 2 York Street, Westbrook, Maine 04092 by **10:00 AM on February 19, 2019**. The RFQ selection team will review all proposals and make a recommendation to the Mayor for action by the City Council.

The City of Westbrook, Maine reserves the right to accept or reject any/or all proposals, parts thereof, and to further make modifications as it deems in the best interest of the City. It also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.

All questions shall be directed, in writing, to Daniel Stevenson, Economic Development Director, at least three business days before the opening date. Questions may be submitted via email: dstevenson@westbrook.me.us Questions received after this time will not be addressed. Responses from the City that substantially alter this RFQ will be issued in the form of a written addendum to all those that have expressed interest in the project. Oral explanations or interpretations given before the award of the contract will not be binding. All proposals submitted shall remain open to acceptance for ninety days from their opening.



Westbrook Common - Proposed Limits of Work

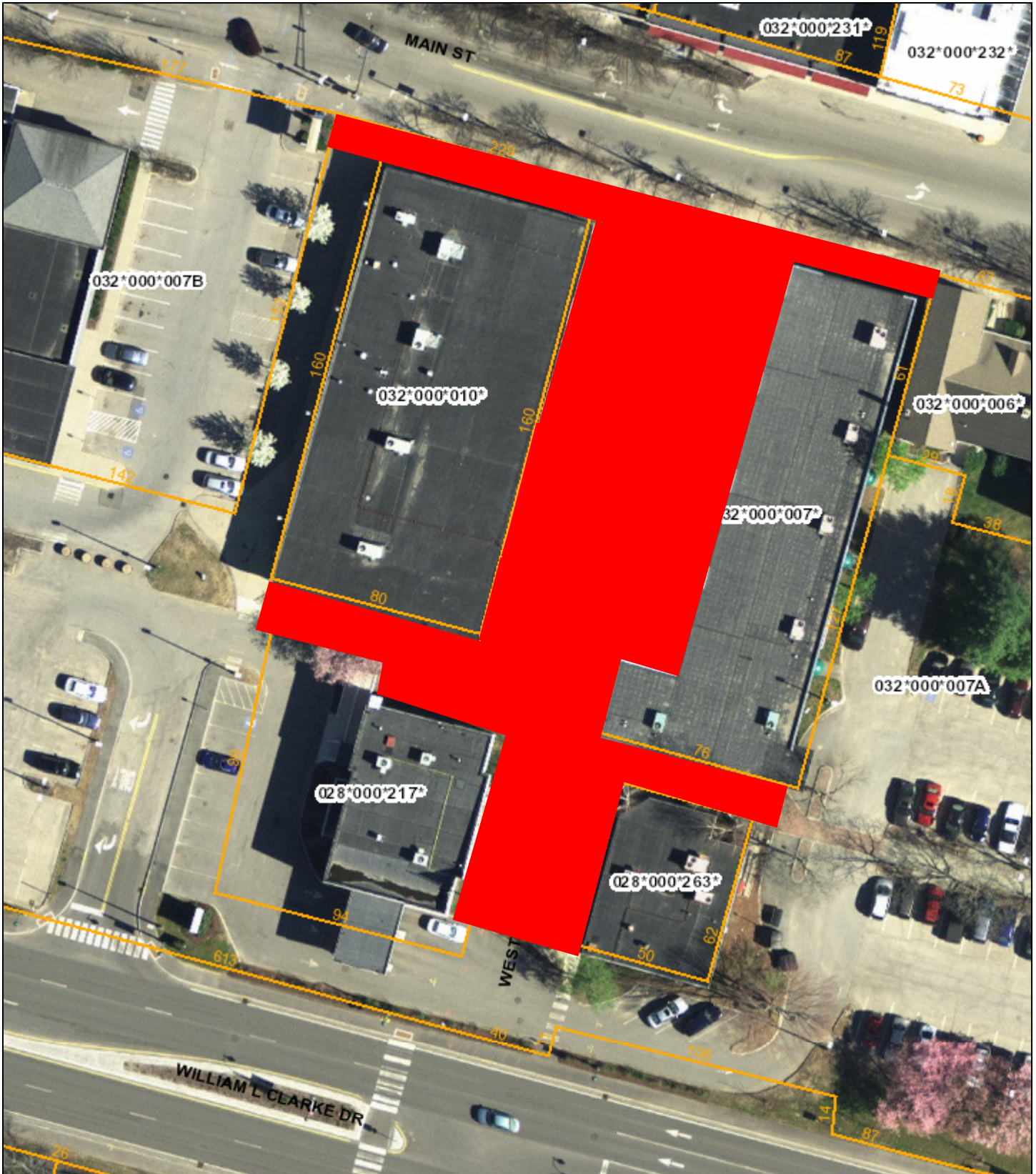
Westbrook, ME

1 inch = 50 Feet



February 5, 2019

www.cai-tech.com



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WESTBROOK COMMON AERIAL VIEW



WESTBROOK STREET LEVEL VIEW





WESTBROOK COMMON BLUE NOTE STRUCTURE





WESTBROOK COMMON CURRENT CONDITIONS (1)





WESTBROOK COMMON CURRENT CONDITIONS (2)





WESTBROOK COMMON CURRENT CONDITIONS (3)

