



KENNEBEC WATER DISTRICT

P.O. Box 356 - 6 Cool Street

Waterville, ME 04903-0356

www.KennebecWater.org

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Request for Qualifications

Phase I - Operations Center Planning for the Kennebec Water District

Statement of Qualifications Due Date: December 4, 2018

SECTION I- GENERAL INFORMATION

A. Objective

Kennebec Water District (KWD) is soliciting Statements of Qualifications (SOQs) from firms interested in providing professional services related to site screening and conceptual design of a new operations center (garage and maintenance facilities, employee offices, material storage and other facilities) including needs assessment, location evaluation/siting, conceptual design and cost estimating.

B. Question About and Clarifications of the Request for Qualifications

Questions may be asked during a pre-submission meeting on November 14, 2018 at 1 pm at the KWD Business Office at 6 Cool Street in Waterville. Attendance at this pre-submission meeting is encouraged but optional. Questions asked but not addressed during the conference call may be addressed (at the discretion of KWD) via e-mail on or before November 20, 2018.

An optional tour of the exiting operational facilities located on South Street in Waterville will be available immediately after the pre-submission meeting.

C. Selection Criteria

A selection committee comprised of staff from KWD and Board of Trustees will evaluate each SOQ.

Based upon the initial evaluation, KWD will determine which, if any, firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their qualifications and experience in more detail.

If KWD chooses to interview any respondents, the interviews will be tentatively held **December 18, 2018**. Consultant must be available on this date.

D. Statement of Qualifications Submission

All SOQs are due and must be delivered to the KWD on or before, December 4, 2018 at 2:00 p.m. (local time). SOQs submitted late or via oral, telephonic, telegraphic, electronic mail or facsimile **will not** be considered or accepted.

Each respondent must submit:

- **ten printed SOQs**
- **one digital copy of the SOQ on a flash drive as one file in PDF format**

SOQs submitted must be clearly marked: **“Operations Center Planning for the Kennebec Water District”** and list the consultant’s name and address.

SOQs must be addressed and delivered to:

Kennebec Water District
Attention: Roger Crouse, General Manager
6 Cool Street
Waterville, Maine 04901

KWD will not be liable to any consultant for any unforeseen circumstances, delivery, or postal delays. Postmarking on the due date will not substitute for receipt of the SOQs. Consultants are responsible for submission of their SOQs. Additional time will not be granted to a single consultant. However, additional time may be granted to all consultants at the discretion of KWD.

E. Disclosures

Under the Freedom of Access Act, KWD is obligated to permit review of its files, if requested by others. All information in a consultant’s SOQs is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

F. Schedule

The following is the schedule for this RFQ process:

| Activity/Event | Anticipated Date |
|---------------------------------------|-----------------------------|
| Pre-SOQ Submission Meeting (optional) | November 14, 2018 1 p.m. |
| Published addendum (if needed) | November 20, 2018 |
| SOQ Due Date | December 4, 2018, 2:00 p.m. |
| Tentative Interviews (if needed) | December 18, 2018 |
| Expected Board of Trustees Approval | January 2019 |

The above schedule is for information purposes only and is subject to change at KWD’s discretion.

G. Reservation of Rights

1. KWD reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any SOQ if determined by KWD to be in its best interest.
2. KWD reserves the right to request additional information from any or all consultants.

3. KWD reserves the right to reject any SOQ that it determines to be unresponsive and deficient in any of the information requested within this RFQ.

4. Submission of a SOQ indicates acceptance by the firm of the conditions contained in this RFQ.

H. Kennebec Water District Statistics

Year of Incorporation 1899

Number of Employees 25

Annual Revenue ~\$5 million

Annual Water Production ~1 billion gallons

Number of Metered Service Connections 8700

Website www.kennebecwater.org

SECTION II – REQUEST FOR QUALIFICATIONS

A. Background

KWD was incorporated in 1899 and serves the communities of Waterville, Winslow and Fairfield as corporate members. Vassalboro and Benton are also served by KWD but are not corporate members under the legislative charter. In 1905, KWD began using China Lake as its source of supply.

KWD has a state-of-the-art water treatment plant in Vassalboro capable of producing up to 12 million gallons of water per day, 17 miles of transmission main and over 150 miles of water distribution pipe. The KWD Business Office is located at 6 Cool Street in Waterville.

KWD's current Operations Center is located on South Street in Waterville. However, the facilities and site are inadequate to house the equipment and materials of a modern water utility. KWD Trustees have recently authorized the General Manager to identify alternative locations and hire a consulting firm to complete an assessment of needs and preferred sites.

B. Project Needs

The project to site, design and construct a new operations center for KWD will be in two phases:

1. Phase I (the focus of this RFQ) – Conduct an operational needs analysis, site selection, conceptual design and cost estimating. KWD staff will identify up to three locations for the Phase I consultant to evaluate. Additionally, as part of this Phase I assessment, the consultant will assist KWD in the assessment of consolidating of the Business Office at the new location of the Operations Center. Completion of Phase I is anticipated by June 30, 2019.
2. Phase II – Design and construction management of the new operations center. Phase II will be awarded under a separate agreement from Phase I.

C. Qualifications

The KWD seeks to contract with a firm that has demonstrated capabilities. Prospective consultants must have the necessary experience, organization, technical and professional qualification, skills and facilities to perform the required work, and must have a demonstrated satisfactory record of performance. In

their SOQ, consultants having such experience should list projects that demonstrate explicitly the consultant's ability to complete such a project.

KWD reserves the sole right to select the most qualified firm based on best overall qualifications that is most advantageous to KWD. Firms that submit SOQs will be notified of the selection results. Final approval of any selected firm is subject to the approval of the Board of Trustees. SOQs should be prepared simply and economically, providing a clear and concise description of the Firm's capabilities to satisfy the requirements of the request.

1. All SOQs must include the following information:
 - a. A cover letter/statement of interest indicating the Firm's interest in the project and highlighting its qualifications to perform the project.
 - b. A brief overview of the company.
 - c. A proposed approach to the services including key activities, milestones, possible design concepts, potential challenges and areas of concern.
 - d. Related experience with similar types of services/projects and specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and subconsultants. Identity of the project lead and that person's availability to start work on the project and to complete the work without interruption from other projects, commitments or schedule.
 - e. A staffing plan that identifies the Firm's proposed project manager and as appropriate, the names and specific staff members proposed to conduct the work plus appended resumes. If a Firm proposes involvement of a sub-consultant, the plan should describe coordination and relationships with any sub-consultants.
 - i. Provide the estimated hours of key staff and sub-consultants.
 - f. Examples of relevant projects completed by the Firm, including:
 - i. Project Name and Location
 - ii. Summary of Scope/Services Provided
 - iii. Project Size and Construction Value
 - iv. Duration of Project
 - v. Owner/Representative name and contact information
 - g. At least three (3) references including entity name contact person and telephone number.
 - h. A statement verifying the Firm's ability to execute a contract upon award.

D. Evaluation Criteria and Selection

Evaluation criteria include:

1. Qualifications of the Firm;
2. Relevant Past Project Experience of the Firm;
3. Relevant Past Project Experience of Key Team Members;
4. Resumes of Key Individuals;
5. Approach to managing the planning phase of municipal facilities;

The review team will evaluate each SOQ and make recommendations to the Board of Trustees based on the evaluation criteria provided above. Interviews may be held at the discretion of KWD. KWD reserves the right to obtain clarification or additional information from any firm regarding its SOQ.

If KWD determines that one or more of the firms have acceptable qualifications, KWD will work with the preferred firm to develop a Phase I scope of work and fee to include assessment of existing and future operational needs, space requirements, technical review of optioned properties including zoning, ordinances, and environmental concerns, neighbor impacts, development of location evaluation/siting criteria, conceptual design and cost estimating.

If a scope of work and fee cannot be agreed upon, KWD will work with one or more of the other firms soliciting SOQs, as needed, or solicit SOQs from additional firms.