



Request for Qualifications

Published October 21, 2020

Phase II – Administration and Operations Facility Design

Statement of Qualifications Due Date: November 20, 2020 @ 2 pm

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 design and construction management of a new administration and Operations Facility including administrative space, public reception area, board of trustee meeting/training space, parking, garage and maintenance facilities, material storage and other facilities.

B. Question About and Clarifications of the Request for Qualifications

Questions may be asked during at the mandatory pre-submission meeting held on November 4, 2020 at 1 pm. This meeting will be a remote video meeting using Zoom. No in-person attendance will occur. Attendance at this pre-submission meeting is required. Questions asked outside of the pre-submission meeting, must be submitted via e-mail to Roger Crouse at rcrouse@kennebecwater.org no later than 12 pm on November 12, 2020. Answers to questions will provided to all firms attending the pre-submission meeting no later than 5 pm on November 13, 2020. KWD reserves the right to not answer any question.

Contact Roger Crouse at (207)872-2763 or rcrouse@kennebecwater.org to receive the Zoom meeting attendance information.

C. Selection Criteria

A selection committee comprised of KWD staff and 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 held on December 15, 2020 (tentative) in the evening.

D. Statement of Qualifications Submission

All SOQs are due and must be delivered to the KWD on or before, November 20, 2020 at 2:00 p.m. (local time). SOQs submitted late **will not** be considered or accepted.

Each respondent must submit their SOQ as one electronic file in PDF format via e-mail or on a flash drive.

SOQs submitted must be clearly marked: “**Administration and Operations Facility Design for the Kennebec Water District.**”.

SOQs must be submitted to Roger Crouse via e-mail at rcrouse@kennebecwater.org or 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 Maine’s 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
RFQ Publication	October 21, 2020
Pre-SOQ Submission Meeting (mandatory)	November 4, 2020 1 p.m. remote attendance via Zoom
Published addendum (if needed)	On or before November 13, 2020
SOQ Due Date	November 20, 2020, 2:00 p.m.
Decision on Interviews	By December 3, 2020
Interviews – tentative (if needed)	December 15, 2020 in the evening
Selection of preferred firm*	December 17, 2020
*Contract execution anticipated by mid-January 2021	

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.

SECTION II – REQUEST FOR QUALIFICATIONS

A. Background

KWD's Business Office is currently located at 6 Cool Street in Waterville and has been since 2004. KWD's Operations Center, including administration building, garage, materials storage, etc., is located on South Street in Waterville. KWD has occupied the existing South Street property for more than 100 years. The existing site and associated facilities on South Street are inadequate to house the equipment and materials of a modern water utility. The physical separation of the business office and the operations center results in some operational inefficiencies.

In September 2018, KWD's Board of Trustees voted to begin the search for a parcel of land within the KWD service area to construct a new facility that would house both the administration and operations facilities of the existing Cool and South Street properties.

B. Project Site

KWD has entered into a Purchase and Sales Agreement to locate their proposed Administration and Operations Facility on a parcel of land located off Drummond Avenue in Waterville, Maine. The KWD has completed high level planning for this project site that includes a basic concept building plan, site plan, and field wetland mapping as generally depicted on the included concept documents (See Attachment A).

C. Programing Components

The Kennebec Water District has developed a conceptual site and building plan for the proposed Operations Center and has established a cost of construction of the facility to be \$9,200,000.

The new facility is anticipated to include

- 21,000 SF Administration and fleet maintenance building
- 9,600 SF (80'x100') Laminated Arch Building with separated aggregate storage bins
- 4,000 SF (40'x100') Cold Storage Building
- 9,000 SF Wet soils area
- 4,000 SF of exterior pipe and yard materials storage area
- 15,000 SF of exterior equipment storage and parking for trailers and vehicles
- Minimum of 50 car parking spaces for employees, visitors, and Board of Trustees
- Separated gated entrances to the facility, one entrance/egress point for administration and one for operations.
- All required site design and design permitting requirements.

D. Construction Delivery Method

The KWD has selected the Construction Manager at Risk format for the construction delivery process. The selected design firm will assist KWD in developing an RFQ to solicit qualified CM's and participate in the qualifications review and the interview selection process, as necessary.

E. Scope of Services

The selected firm will be responsible for providing the following basic scope of services:

- Attend kick-off meeting with KWD staff to review the concept plan.
- Provide input on recommended changes or modifications to the concept plan.
- Prepare complete 30%, 60%, and 100% design documents based upon the final concept plans. Scope for work to be inclusive of all needed owner and regulatory meetings.
- Assist CM with bidding services - respond to RFI's and provide consultation to the CM and KWD.
- Provide Construction Administration Services during construction. The consultant's proposal shall include a complete scope of services identifying the consultant's construction support services.
- Complete a site boundary and pre-development field topographical survey and record in the registry of deeds. Survey must include off-site surveys as needed for utilities and access to the site to support the project elements.
- During the planning phase of the project, wetland mapping of the site was completed. However, this was completed to identify the wetland areas only. No wetland report or functions and values work was completed. The consultant shall be responsible for their own wetland identification, mapping and assessments as needed for the permitting and design of the project.
- Undertake a complete geotechnical investigation. The investigation must include field borings, identification of ledge within development area, soils analysis for foundation design, groundwater, assessment of pavement and gravel sections, recommendations for cuts/fills, dewatering and other investigations needed for a complete project design.
- Consultant shall explore the ability of the site to be served by natural gas. Should natural gas not be feasible, the consultant shall evaluate and recommend propane, fuel, oil, electric, and geothermal options.
- The selected firm shall be responsible for preparing all permit applications for the project, which shall include, but are not limited to:
 - o Local Site Plan Application
 - o ME DEP Site Location of Development Act Permit
 - o ME DEP Natural Resource Protection Act Permit (A tier 2 or 3 permit is expected)
 - o USACE Wetlands Permit
 - o Local Building Permit
 - o State Fire Marshal Permit
 - o Coordination with utility agencies for servicing the project site.

The selected consultant team shall attend all meetings necessary with regulatory review agencies, public informational meetings, etc. and provide presentations, as necessary.

The SOQ may also include an itemized list of recommended additional services that are not a part of the basic scope of services listed above. The proposal shall provide sufficient information on the additional services for consideration and evaluation by KWD during the RFQ process. KWD may consider selection or inclusion of any additional services as part of the final contract award.

F. Project Schedule

KWD seeks to occupancy of the new facility no later than May 2023.

G. Submission Requirements

Each submittal must include a complete proposal that addresses each of the following components:

- Design approach and schedule – provide a description of the basic scope of services that will be completed along with any recommended additional services.
- Relevant Experience – Provide a list of similar projects (minimum of 3) that were performed in the past ten years, including contact name, phone number, and brief description of the project.
- Personnel – Provide a description of each staff member or consultant who will be involved with the project and a description of their role. A resume for each key staff member shall be included that outlines their relevant experience.
- Fee – provide a lump sum fee proposal amount to complete all work associated with basic architecture/engineering services required to complete the project design and construction support. Separate fees shall be provided for any additional services or consultants not included with the basic services.
- A listing of exclusions, clarifications, and assumptions.
- The RFP response shall be submitted electronically in PDF format at the date/time indicated above.

H. 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, and skills 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.

I. Evaluation Criteria and Selection

Evaluation criteria include:

Criteria	Score Range
1. Qualifications of the firm	0-15
2. Relevant past project experience of the firm	0-20
3. Relevant past project experience of key team members	0-25
4. Project approach and work plan	0-20
5. Fee Structure/Cost	0-20

The review team will evaluate each SOQ and make recommendations to the full 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 scope of services based upon the scope of services section above.

If a scope of services 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.

