REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES RELATED

TO FERRY STREET WATER MAIN REPLACEMENT

SOLON, MAINE

The Town of Solon, on behalf of the Solon Water District, is seeking RFQ from qualified engineering firms to provide design, bidding, construction administration, and an option for inspection services for the replacement of water lines on Ferry Street in Solon, Maine.

The project will begin at the intersection of Route 201 and Ferry Street. It includes the abandonment/removal and replacement of approximately 2,000’ of 8” water main, 2 fire hydrant replacements, and including roughly 15 active and abandoned services.

A. SCOPE OF SERVICES

The selected firm will be required, as a minimum, to provide the following design, construction administration, and inspection services.

1. DESIGN PHASE

* Meet with Board of Selectmen and Water District Trustees in an initial workshop setting.
* Conduct survey work to prepare base maps for the project.
* Conduct a geotechnical evaluation to determine soil stability as well as ledge probes to determine bedrock surfaces.
* Collaborate with the Board of Selectmen and Water District Trustees on review and revisions to the design.
* Assist with obtaining all required permits for the project.
* Identify all easements that may be required to construct the project.
* Assist in applying for additional funding.
* Assist the Board of Selectmen and Water District in placing the project out to bid and assist them in selecting an appropriate general contractor.

1. CONTACT ADMINISTRATION

* Hold a Preconstruction Conference.
* Satisfy all requirements of federal and state funding agencies.
* Review and approve materials submittals.
* Process change orders and contract documents as required.
* Review contractor’s payment requisitions and make recommendations for payment.
* Hold monthly construction meetings with the Selectmen, Water District, and Contactor.
* Resolve field issues as they arise.
* Prepare project closeout documentation including record drawings, substantial completion certificates and punch lists.
* Resolve warranty issues.

1. CONSTRUCTION INSPECTION

* The Solon Water District will provide full-time field inspection during all construction activities.

B. PROPOSAL FORMAT

In order to be considered for this project, qualified firms should submit one original and 2 copies of their proposal to the Solon Board of Selectmen which, at a minimum, contains the following information:

1. Narrative demonstrating the firm’s understanding of the project needs including a description of the proposed work plan that the consultant will implement to meet the these needs.
2. Detailed scope of services that the firm proposes to provide.
3. Brief history of the firm including areas of expertise and resources available to meet the project’s requirements.
4. Names, qualifications, and resumes of firm’s project team and team leader that will be specifically assigned to work on this project. (Do not include information on the firm’s personnel that will not be actively involved in the details of the project.)
5. Detailed description of the relevant water main replacement projects that the firm has conducted with an emphasis on the projects that have specifically been conducted by the identified team and leader.
6. Provide names and addresses of any subconsultant or subcontractor that will be used for the project.
7. Provide list of past project references including contact names and phone numbers of similar water main replacement projects that members of the proposed project team have recently completed.
8. Define an overall project schedule for conducting each proposed scope item.
9. Provide evidence of professional liability insurance with limits of at least $2 million per occurrence naming the Town of Solon as an additional insured.
10. Provide any additional information that the firm feels would be beneficial to the Town in making its selection.

C. SELECTION PROCESS

The Board of Selectmen and Solon Water District Trustees will review all proposals that it receives and rank the proposals based upon the following criteria:

1. Firm’s qualifications and experience with regard to similar projects. (25%)
2. Quality and experience of proposed project team and team leader with regard to past experience with this type of project. (25%)
3. Demonstrated understanding of project and familiarity with our needs. (25%)
4. Quality of past project references for similar projects. (25%)

The Board of Selectmen and Solon Water District Trustees may, at its sole discretion, decide to hold interviews for one or more firms or to make its selection without interviews. The Board of Selectmen reserves the right to reject any and all proposals, to waiver any irregularities at its sole discretion, and to accept any proposal that it deems to be in its the best interests. Any submissions received after the deadline may be rejected.

D. PROPOSAL ACCEPTANCE

Any respondent whose submission is selected will be expected to sign a contract with the Town.

The Town may amend the terms or cancel this RFQ any time prior to the execution of a contract for these services if the Town deems it to be necessary, appropriate or otherwise in the best interests of the Town. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a firm’s response not being considered.

E. TERMS AND CONDITIONS

The Town may terminate any agreement that is a result of this RFQ without cause at any time, upon at least thirty (30) days written notice. All balances owed up to the date of termination will be paid.

The Town reserves the right to terminate for cause when the Contracted Party has not performed its contractual obligation and has not rectified the breach or non-performance within thirty (30) days of notification. Failure to rectify it may result in the termination of the agreement.

F. PROPOSAL SUBMISSION

Interested firms should submit one original and 2 copies of their proposal to the Solon Board of Selectmen no later than May 7, 2025 by 4 p.m. by either mailing or hand delivering to the town office.

Board of Selectmen

Town of Solon

121 South Main Street

PO Box 214

Solon, ME 04979

Please address all questions to Elaine Aloes, Chair of Selectmen at 207-643-251 or via email at [townofsolon@yahoo.com](mailto:townofsolon@yahoo.com)