

**Town of Falmouth**  
**Request for Proposals – Engineering Services**  
**Route 100 Construction Inspection**  
**Issue Date: October 15, 2018**

The Town of Falmouth is requesting proposals for design and engineering services to provide construction inspection services for the Route 100 Infrastructure Project. The project consists of 1.5 miles of highway reconstruction and one bridge rehabilitation on Maine Route 100/26 in Falmouth, ME. Scope as detailed on the set of plans entitled: “Maine Route 100/26 State WIN 21784.00 & 21722.00”, and Contract Specifications prepared by Stantec Consulting Services, dated August 23, 2018. **Proposals shall be submitted to the Town by November 19, 2018 at 2:00 PM.**

**Description:**

The WIN 21784 project involves the following construction activities:

- Road Reconstruction and Paving improvements
- Streetscape, lighting, sidewalk, esplanade, and median island improvements.
- Storm drain infrastructure improvements and stormwater quality treatment installations.
- Sanitary sewer improvements
- Intersection and signalization changes.
- Landscaping improvements.
- Various utility work

The cost estimate for the infrastructure improvements is approximately 8 million dollars.

A second MDOT project is being advertised along with the Route 100 Construction Project (WIN 021784). The “Libby Bridge” project (21722) will also be constructed as part of the project, however, construction inspection services for the bridge work will NOT be part of this scope of services. MDOT will provide construction engineering/inspection services separately.

Contractor Notice to Proceed is anticipated near December 1, 2018, with construction activities to begin by December 15, 2018. The project is expected to be completed in September 2020.

The anticipated hours spent on the project are as follows:

- During the winter of 2019, hours will vary depending on whether the contractor will work through the winter. It is anticipated that the weekly hours will be 5-15 hours per week.
- During the heavy construction timeframes (April to November 2019), approximately 25 to 35 hours per week is anticipated. This estimate will vary depending on the construction activity, timing and sequence of construction, weather, and so forth.
- During the spring/summer of 2020, hours are expected to be more intermittent, and will average approximately 15-25 hours per week.

**Available Plans:**

A draft PS&E package (Plans and Bid Book) has been posted at: <https://www.falmouthme.org/route-100-committee/pages/rt-100-inspection-services>. Please note that this set does not yet include the ROW plans. Full bid package documents will be posted to both the MDOT and Town of Falmouth websites on October 24, 2018.

**Project-Specific Requirements:**

The tasks below are generally derived from the Maine DOT Local Project Administration (LPA) Manual and Resource Guide, 2018 Edition.

The Consultant shall be LPA-certified by the Maine DOT.

The Consultant shall be responsible for the following construction inspection activities:

- Review and approval of contractor submittals.
- On-site inspections of utilities, lighting, sidewalks, intersections/signalization, street trees, landscaping, and all other improvements. Provide quality control/quality assurance for the Town of Falmouth. The Consultant shall supply multiple inspectors if construction activities warrant it.
- Coordination of utility work, business disruption/access management, attend progress meetings, et cetera.
- Oversee measurement and payment aspects of the contract. Work with the contractor to verify quantities in the field for payment. Coordinate and process pay requisitions with all parties. Signoff on monthly invoices, finalize invoices for the Town to process.
- Resolve disputes and/or utility conflicts.
- Coordinate and prepare change orders for all parties to review and approve.
- Provide sketch plan amendments relating to change orders. AutoCad drawings of the design plans will be provided to the consultant as a baseline for generating plan revisions.
- Responsible for adherence to contract documents.
- Coordination of outside testing.
- Be an integral part of the Town's public relations and communications efforts. Provide weekly summary updates to the Town for communication releases.
- Obtain/maintain as-built information with the contractor for future as-built preparation.
  - As built information will be retained for utility locations, drainage/sewer system changes (inverts, pipe diameter, type, etc.), deviations from the plans/specifications, and any other pertinent information.
- Prepare as-built plans after construction is completed.
- Any other duties that are pertinent to the project.
- Attend a pre-construction meeting with the contractor, utilities, Town staff, Maine DOT personnel.
- Coordinate the final inspection and project closeout process between the Town, Contractor, and Maine DOT once all parties have agreed to that the construction is complete.

- Respond to construction phase Requests for Information (RFIs), as necessary. The responses will include modified plans, specifications, and details as needed to appropriately respond to the RFI.
- Provide a qualified landscape professional to inspect trees at the selected nursery prior to installation. The inspection is an important part of the tree selection. Look for uniformity, the presence of predominant stems or leaders, compliance with ANSI Standards and contract specifications for not only minimum tree diameter , minimum root ball requirements, and other related standards.
- Process and maintain a record of contracts, drawings, specifications, addenda, shop drawings, product data; samples; submittals; purchases; materials; change orders and other related documents, revisions, and modifications which are relevant to the landscape contract work.
- Coordinate final punch-list inspections of work with Town and Contractor.

**Submittal Requirements:**

- The Consultant shall assign employees that have experience in the areas of project management and site inspections.
- Each submittal shall provide details regarding relevant experience and how it applies to this project.
- Each submittal shall include the total not to exceed cost to perform and complete the project. Submittals shall also provide a detailed estimate of hours and hourly rates that are anticipated.
- Submittals shall be mailed, e-mailed, or faxed to the Town **by November 19, 2018 at 2:00 PM.**
- Please submit proposals to: Jay Reynolds, Public Works Director, 101 Woods Road, Falmouth ME, 04105. Email: [jreynolds@falmouthme.org](mailto:jreynolds@falmouthme.org), Fax #: 207-781-7465.

**Reservations:**

The Town of Falmouth reserves the right to reject any and all proposals in response to this RFP that are deemed not to be in the Town’s best interest. The Town of Falmouth further reserves the right to cancel or amend this RFP at any time.