



Request for Proposals

Douglass St. Back Yard Redesign

RFP Issuance Date: Thursday July 10th, 2025

Due Date: Thursday August 7th, 2025, 2:00 p.m. EST



PORTLAND WATER DISTRICT

225 Douglass Street, P.O. Box 3553, Portland, ME 04104-3553
(207) 774-5961 - FAX (207) 761-8325

July 10, 2025

REQUEST FOR PROPOSAL

This is NOT an order.

All proposals must be submitted

On or before: 2:00 PM, August 7th, 2025

SUBMIT PROPOSAL TO ATTN.: WESLEY GILBERT, PURCHASING

To: Invitee List

Thank you for your interest in the PWD's Request for Proposal (RFP). All proposals are subject to the conditions attached hereto, are requested on the following list of materials, supplies or services, for delivery to the destination as shown. PWD Standard Terms & Conditions, copies attached to this RFP, will be incorporated by reference into any Purchase Order(s) resulting from this RFP.

PROJECT TITLE: Back Yard Redesign

Q&A Period Closes: July 31st, 2025

Proposal Due Date: 2:00 PM, August 7th, 2025

Non-Mandatory Site Walk: A non-mandatory site walk will be held Wednesday July 23rd. Potential proposers can choose either a 10 am time slot, or 1pm time slot. Please email Wesley Gilbert, wgilbert@pwd.org to confirm time preference.

The site walk location is 225 Douglass Street, Portland, ME 04102.

RFP ATTACHMENTS

Attachment 1: Instructions & Conditions- **Sign and submit with proposal**

Attachment 2: Sample Agreement (executed upon award)

Attachment 3: Scope of Work

POINTS OF CONTACT

Proposal and questions related to this RFP must be submitted to the PWD's Purchasing Agent, address listed below.

Attn: Wesley Gilbert
Portland Water District
225 Douglass Street
Portland, ME 04104-3553
Email: wgilbert@pwd.org
Phone: 207-523-5203

SUBMISSION REQUIREMENTS

Proposals must be submitted via email to wgilbert@pwd.org by 2:00 PM, August 7th, 2025.

SELECTION PROCEDURE

Proposals from responding firms will be reviewed by the Selection Committee, which will be comprised of Portland Water District personnel. A firm will be selected based on the ranking of each proposal by each selection committee team member utilizing the criteria below. Firms will be given a score based on multiplying their average ranking by the weighting factor. Some firms may be selected for interview and may be contacted to arrange for a time and date for interview with the committee at the date and time indicated on the RFP Cover Letter.

1. Proposal Approach. (Weighting factor 30%)

- Clarity of Scope
- Technical Quality
- Project Understanding

2. Project Team Qualifications & Experience. (Weighting Factor 30%)

- Experience of the Firm
- Core Team Experience
- Experience Relevance to the Project

3. Fee proposal as outlined in Attachment 3 Scope of Work. (Weighting Factor 40%).

- A detailed statement of the cost of services quoted, including variable costs that can be anticipated.

$\text{Fee Ranking} = \frac{\text{Your Cost}}{\text{Low Cost}} + \frac{\text{Your Cost} - \text{Low Cost}}{\text{Low Cost}}$
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The assigned rank for fee will be derived using the formula above. The associated score will then be determined by multiplying the rank by the weighting factor.

**INSTRUCTIONS AND CONDITIONS
PORTLAND WATER DISTRICT**

1. The District reserves the right to evaluate the submitted proposals, waive any irregularity therein, and to select any firm which submits a proposal to do the work and/or reject any or all proposals should it be deemed in the best interest of the District. The District reserves absolute discretion in reviewing the qualifications of the Vendor and may reject any prospective Vendor at the District's sole option. In submitting its RFQ Response, the Vendor agrees and acknowledges that the District has the right to exercise its absolute and sole discretion in its consideration of any responses and in the conduct of the evaluation and selection process. Specifically, the District retains the right to reject any or all bids, to accept any proposal which is deemed most favorable to the District, including the selection of a Vendor whose fee arrangements may not be the lowest, or the waiver of any informality or failure to meet any of the requirements or qualifications set forth in this Request. The vendor also agrees and acknowledges that the District's determinations shall all be final and there are no appeals to any other authority, specifically including the courts of Maine or the United States.
2. Alternate proposals must be clearly identified.
3. If the time within which the proposal must be accepted is not stated, it is understood and agreed that the District shall have sixty days to accept.
4. The District reserves the right to maintain confidentiality of proposals.
- 5. Proof of Insurance will be required prior to work.**
6. Vendor shall indemnify, defend and hold harmless the District from all claims, suits actions, losses, damages, liabilities, cost and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of your company or its officers, employees, subcontractors, or agents under the Purchase Order resulting from this R.F.P.
7. Changes herein shall not be made except upon prior written application to and written approval of the District.
8. Vendor agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued there under and certifies that all actions furnished under this order will conform to and comply with said standards and regulations. Supplier further agrees to indemnify and hold harmless the District for all damages assessed against the District as a result of Vendors' failure to comply with the Act and standards issued there under.
9. Subcontracting will not be allowed unless the District has given written approval.
10. PWD has adopted a Vehicle Idling Policy which applies to contractor as well as PWD owned vehicles. The policy may be viewed/printed from http://www.pwd.org/account/terms/idling_policy.php

-----PROPOSAL-----

In compliance with the above invitation for proposals, and subject to all the conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish any or all of the items and/or services upon which prices are proposed, at the price set opposite each item/service or the lump sum.

Submitting Firm Name	Address
Phone	E-Mail
By	Title
Signature of Person Quoting & Date	

SAMPLE
01.26.24

**AGREEMENT BETWEEN
PORTLAND WATER DISTRICT
AND
(CONSULTANT)**

THIS AGREEMENT is made this ___ day of _____, 2024 by and between the **PORTLAND WATER DISTRICT**, a quasi-municipal corporation, with a mailing address of 225 Douglass Street, P.O. Box 3553, Portland, Maine 04104-3553 (hereinafter "**PWD**"), and _____, a _____ corporation, located at _____ (hereinafter "**CONSULTANT**").

WITNESSETH:

WHEREAS, PWD is in need of _____ services; and

WHEREAS, the CONSULTANT did under date of _____, 20__ submit a Proposal for such work; and

WHEREAS, after due consideration of the Proposal, the PWD does accept the Proposal of the **CONSULTANT**;

NOW THEREFORE, in consideration of the promises set forth herein, the parties hereby agree as follows:

1. SCOPE OF SERVICES.

The **CONSULTANT** agrees to provide the personnel, materials, equipment and labor (hereinafter "work") necessary to perform the services described in **PWD's** Specifications dated _____ and issued by _____, and also in accordance with **CONSULTANT's** Proposal dated _____ 200_. A copy of said Specifications and the **CONSULTANT's** Proposal are attached hereto as Exhibits A and B and incorporated herein by reference.

The restatement in this Agreement of any of the terms of said Specifications or Proposal shall not be deemed to waive any terms not so restated. If a disagreement is found between the said attachments and this document, then this document shall govern; provided, however, that this document and its attachment shall be construed to be supplemental to one another to the extent possible.

2. CONSULTANT'S PERFORMANCE.

The **CONSULTANT** agrees that the performance of work and services under this Agreement shall conform to the normally accepted professional standards and further agrees to perform the services in an expeditious and economical manner provided that it is consistent with the best interests of the **PWD** and with normally accepted professional standards.

The **CONSULTANT** shall perform the work to the reasonable satisfaction of the **PWD's** _____ or his authorized representative, who shall have the right of inspection at all times and whose approval and acceptance of the work shall be precedent to payments by the **PWD** under this Agreement.

3. PERIOD OF PERFORMANCE.

The **CONSULTANT** agrees to begin its services upon receipt of a notice to proceed issued by **PWD**. Time is of the essence in the performance of the services contemplated by this Agreement. Work shall be completed according to a schedule approved by _____. Any extensions of the time for performance must be approved in writing by **PWD**.

4. COMPENSATION.

The **PWD** shall compensate the **CONSULTANT** for time spent in the performance of services and materials provided under this Agreement in accordance with the **CONSULTANT's** rates as set forth in Exhibit B. In no event shall the total amount paid by the **PWD** exceed the amount of _____ Thousand Dollars (\$____,000) unless prior approval is obtained from **PWD**.

5. PAYMENTS.

Payments shall be made to the **CONSULTANT** in accordance with the following provisions:

- (a) **CONSULTANT** shall submit invoices for payment to the **PWD** on a monthly basis.

- (b) The **PWD** will approve said invoices within five (5) days of receipt, or reply in writing as to any reason for denying approval, and shall pay said invoices within twenty-five (25) days after approval.
- (c) **CONSULTANT** may stop work on the contracted services if **PWD** fails to pay any approved invoices within sixty (60) days of its submittal. **CONSULTANT** shall provide the **PWD** with ten (10) days written notice before stopping work. If **CONSULTANT** does stop work on said project due to the **PWD**'s failure to make timely payments, **PWD** shall automatically extend the completion dates for the contracted services as set forth in Section 3 of this Agreement. This provision shall not apply in the event of a dispute as to payment pursuant to paragraph (b).

6. PERSONNEL.

The **CONSULTANT** shall provide the personnel to provide the services required under this Agreement as provided in its Proposal.

_____ shall serve as the Project Manager for work performed under the terms of this Agreement. The individuals utilized in the performance of work under this Agreement shall be as identified in the **CONSULTANT**'s Proposal. **PWD** reserves the right to review and approve any subcontractors or staff not identified in the Proposal, or any change in personnel assigned to perform work under the terms of this Agreement.

The **CONSULTANT** represents that it has, or will secure at its own expense, all personnel required to perform its services under this Agreement. Such personnel shall not be, nor hold themselves out to be, employees of the **PWD**. The **CONSULTANT**, consistent with its status as an independent contractor, further agrees that its personnel, including its subcontractors, will not hold themselves out as, nor claim to be, officers or employees of the **PWD**.

7. DOCUMENTS AND REPORTS.

PWD agrees to furnish or provide access to **CONSULTANT** to any information or material in its possession which is relevant to **CONSULTANT**'s performance hereunder and **PWD** staff will cooperate with **CONSULTANT**. **CONSULTANT** will not, without the **PWD**'s written consent, disclose, or permit disclosure, by any officer, employee, or agent or subcontractor of **CONSULTANT**, of any information or material furnished or generated under this Agreement.

The following shall be requirements of this Agreement:

- (a) All data collected shall be treated as confidential material and shall be disclosed only to authorized **PWD** representatives;

- (b) The **CONSULTANT** shall not disclose or permit disclosure of any information or material furnished and/or generated under this Agreement without the **PWD**'s prior written consent;
- (c) All documents, data, studies, estimates, summaries and any other work or material developed under this Agreement shall be the property of the **PWD** and shall be promptly delivered to the _____ Department of the **PWD** upon completion of a particular service/assignment or upon the request of the **PWD**;

8. INDEMNIFICATION.

To the extent allowed by law, the **CONSULTANT** shall defend, indemnify and hold harmless the **PWD**, its officers and employees, from and against all claims, damages, losses and expenses, including but not limited to costs of defense and attorneys' fees arising out of or resulting from the performance of this Agreement, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use therefrom, and (2) to the extent such claim, damage, loss or expense is caused by any negligent act or omission of the **CONSULTANT**, anyone directly or indirectly employed by it, or anyone for whose act it may be liable. Neither party shall be responsible or liable to the other for special, indirect or consequential damages.

9. INSURANCE.

CONSULTANT shall procure and maintain at its own expense Public Liability Insurance coverage and Automobile Insurance coverage in amounts not less than Two Million Dollars (\$2,000,000) combined single limit for bodily injury, death and property damage naming the **PWD** as an additional insured and also Workers' Compensation Insurance coverage as required by law. General Liability policy shall contain a per project aggregate limit endorsement and Worker's Compensation Policy shall contain a Waiver of Subrogation endorsement in favor of Owner.

The **CONSULTANT** shall, at its own expense, carry Professional Liability Insurance for errors, omissions, and negligence, in the minimum amount of Two Million Dollars (\$2,000,000.00) per this project, or Two Million Dollars (\$2,000,000.00) per claim and aggregate.

CONSULTANT shall furnish the **PWD** certificates evidencing such coverage, which certificates shall guarantee thirty (30) days' notice to the **PWD** of termination of insurance from the insurance company or agent.

With respect to the Liability Insurance, the **CONSULTANT** will provide **PWD** a certificate of insurance evidencing such coverage, in this way: certificate must say either: A) "the policy has been endorsed to name the Portland Water District as an Additional Insured" and a copy of the endorsement must come to the Portland Water District with the certificate, or B) "the policy already includes an endorsement, such as the General Liability Extension Endorsement, by which the Portland Water District is automatically made an additional insured." A Certificate which merely has a box checked under "Addl Insr," or the like, or which merely states the Portland Water District is named as an Additional Insured, will not be acceptable.

10. TERMINATION

If, through any cause, the **CONSULTANT** shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the **CONSULTANT** should violate any of the covenants, agreements, or stipulations of this Agreement, the **PWD** shall, thereupon, have the right to terminate this Agreement by giving written notice to the **CONSULTANT** of such termination and specifying the effective date thereof. In such event, all finished and unfinished documents, data, studies, estimates, summaries, drawings and such other information and materials as may have been accumulated by the **CONSULTANT** in the performance of this Agreement, shall be delivered to the **PWD**, and the **CONSULTANT** shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the **CONSULTANT** shall not be relieved of liability to the **PWD** for damages sustained by the **PWD** by virtue of any breach of the Agreement by the **CONSULTANT** and the **PWD** may withhold any payments to the **CONSULTANT** for the purpose of setoff until such time as the exact amount of damages to the **PWD** from the **CONSULTANT** is determined.

This Agreement may be terminated by the **PWD** for convenience upon thirty (30) days written notice to the **CONSULTANT**. Within thirty (30) days of the receipt of notice of termination from the **PWD**, the **CONSULTANT** shall discontinue its services unless otherwise directed and shall deliver to the **PWD** all documents, data, studies, estimates, summaries, drawings and other information and material which have been accumulated or generated by the **CONSULTANT** in its performance of this Agreement, whether completed or in progress. In the event of such termination, the **CONSULTANT** shall be compensated for all services performed under this Agreement which were not previously compensated for up to the date of termination.

The **CONSULTANT** shall not be held responsible for modifications to its work, or work subsequently completed by others beyond the point of termination and its submittal of documents.

11. NON-WAIVER.

Except as expressly provided in this Agreement, the failure or waiver, or successive failures or waivers on the part of either party hereto, in the enforcement of any condition, covenant, or section shall not render the same invalid, nor impair the right of either party hereto, their successors or permitted assigns, to enforce the same in the event of any subsequent breach thereof.

12. DISPUTES.

Any disputes arising out of or in the course of this Agreement, which are not settled by mutual agreement of the parties, shall be resolved by mediation. In the event that parties are not able to mediate a settlement of the dispute, the matter may be submitted to a court of competent jurisdiction in Cumberland County, Maine.

13. COMPLIANCE WITH APPLICABLE LAW.

This Agreement shall be governed by and construed in accordance with the laws of the State of Maine.

The **CONSULTANT** shall comply with all applicable federal, state, and local laws, including but not limited to, laws prohibiting discrimination in employment on the basis of race, color, religion, national origin, mental or physical handicap, age, or sex, and laws pertaining to occupational health and safety.

14. EXTENT OF AGREEMENT.

This Agreement, with its Exhibits, is the entire and integrated agreement, and supersedes all terms and conditions of any prior agreements, negotiations or representations, written or oral, between the parties. This Agreement may not be modified except by a writing executed by the parties.

As part of this Agreement, the **CONSULTANT** represents that it has the authority to enter into and to perform its obligations under this Agreement, that the **CONSULTANT** is qualified to perform Services of the type required under this Agreement and has previously performed similar services for others.

15. NOTIFICATION.

All communications and notices required or permitted under this Agreement shall be in writing and shall be deemed sufficiently served if served by certified mail, addressed as follows, or to such other addresses as the parties may designate in writing from time to time:

CONSULTANT: _____

PWD:

David Kane
Treasurer
225 Douglass Street
P.O. Box 3553
Portland, ME 04104-3553

with a copy to:

IN WITNESS WHEREOF, the **PORTLAND WATER DISTRICT** has caused this Agreement to be signed and sealed in its corporate name by David Kane, its Treasurer, thereunto duly authorized, and _____ has caused this Agreement to be signed and sealed by _____, its _____, thereunto duly authorized, the day and year first above written.

SAMPLE – DO NOT SIGN

WITNESS:

PORTLAND WATER DISTRICT

By: _____

Its

CONSULTANT

By: _____

Its

Approved as to form:

Corporation Counsel's Office

Approved:

Budget Office

1. GENERAL

1.1. PROJECT BACKGROUND

- 1.1.1. Portland Water District (PWD) is based at 225 Douglass Street in Portland, Maine. The parcel is long and relatively narrow extending from Brighton Ave with rail lines along the rear of the lot and extending along St. James Street. The southerly portion of the parcel is currently used for material, vehicle, and fuel storage. PWD is interested in exploring redesign options to the layout of this area to better accommodate large vehicle and materials storage, and improve traffic flow throughout the site.

1.2. KEY OUTCOMES

- 1.2.1. Three conceptual plan layouts of the Back Yard area each meeting PWD's goals for the project.
- 1.2.2. Refinement of the Project to accomplish the goals defined herein within the available budget.
- 1.2.3. Thorough vetting of design alternatives and presentation of associated engineering analyses to PWD for review and discussion throughout the design development process. This will include capital and operational cost impact analysis, process permitting and hazard analysis, and impact to the design for all operational disciplines.

1.3. AGREEMENT

- 1.3.1. The successful respondent and PWD will enter into an Agreement per PWD's standard terms and conditions as provided in the attached sample Agreement. Proposers are encouraged to ask questions or request clarifications regarding the Agreement prior to submitting; PWD does not intend to negotiate the Agreement's standard terms and conditions after proposals are received.
- 1.3.2. The Professional Services scope shall include the minimum requirements stated in this RFP and additional services noted in the Proposal. This RFP and the proposal provided by the successful respondent will become Exhibits to the Agreement.

1.4. DELIVERABLE REQUIREMENTS

- 1.4.1. Design basis documentation shall be provided in electronic format such as PDF or Microsoft Office file format. Calculations and design basis backup shall be provided in a format that facilitates review without the need for additional software. When design basis development involves use of commercially available software, provide native configuration and output files.
- 1.4.2. Cost estimate updates shall be provided in PDF and/or MS Excel spreadsheet with sufficient breakdown of project components as required by PWD.
- 1.4.3. All plans, specifications, and reports will be digital and will be supplied in their native format (e.g., AutoCAD, Word, etc.).
- 1.4.4. Comply with all applicable Local, State, and Federal requirements.

2. PROJECT DESCRIPTION

- 2.1. Portland Water District (PWD) is seeking civil site design and engineering services to develop three conceptual layouts for the redevelopment of the parking and material storage area at 225 Douglass Street in Portland, Maine. The portion of the parcel that abuts Saint James Street is currently used for vehicle, fuel, and material storage. PWD currently lists three (3) major projects in their Capital Improvement Plan (CIP) that are being combined into this long-term planning effort: Construction of a heated building to house two (2) large vacuum trucks, improvement of aggregate storage on site, and replacement of existing fuel tanks.

With these coming projects, PWD intends to ensure that the improvements include a holistic approach to organizing the Back Yard and improving the functionality while also achieving the primary goals of completing the main projects.

The final deliverable shall include an existing conditions survey, three conceptual designs incorporating aspects each of the three main projects and conceptual design memo summarizing the permitting requirements, restrictions, deadlines, and fees related to all aspects of proposed conceptual level alternatives.

2.2. Key points for design consideration:

- 2.2.1. Any design recommendations must be permissible with the City of Portland, State of Maine, etc.
- 2.2.2. Vacuum excavation trucks (2) will need to be stored in a heated space. The proposed building(s) would ideally allow for the trucks to enter in one side and exit the other such that backing up is not necessary. Truck dimensions are approximately 36'x8.5'x12' (LxWxH).
- 2.2.3. Layout design should prioritize efficient traffic routing and ease of access to materials and aggregates in the Back Yard.
- 2.2.4. PWD considers a second entrance from Saint James Street to be a want but not a need.
- 2.2.5. Fuel storage on the site can be moved from the existing location. Costs and permitting associated to moving the fuel storage should be described in the design memo, if proposed.
- 2.2.6. Storage of materials (e.g., hydrants, pipe fittings, valves, etc.) in the Back Yard is non-uniform. Materials are stored in buildings, garages, Conex boxes, and outside. The location of material storage on site can be moved. Interior storage for materials should be considered.
- 2.2.7. Waste collection and snow dump areas in the Back Yard can be moved, but approximate area sizes should be maintained.
- 2.2.8. Aggregate storage should maintain a minimum on-site capacity matching the existing configuration, but the location may be changed.
- 2.2.9. Construction of new buildings and demolition of existing buildings in order to achieve the goals of the project are permissible.

3. PROJECT MANAGEMENT

- 3.1. Provide all project management and coordination for the tasks assigned. Provide a project work plan and schedule, identifying key milestones and workflow needs. Include schedule allowances for collaboration with PWD and for PWD review of information provided. Provide monthly check-in meetings/conference calls.
- 3.2. Prepare monthly invoices with a summary of the work progress for the invoice period and budget remaining broken down by the major task areas for the project, and other pertinent progress tracking data such as previous amounts invoiced.
- 3.3. Following project completion, attend a project debrief with PWD at PWD's office at 225 Douglass St. in Portland, ME.
- 3.4. Provide regular updates of design details as they are developed, including but not limited to the workshops noted herein. Provide a concept level design submittal including permitting overview and cost estimate for PWD review. Maintain a log of all comments, questions and resolutions to issues raised.

4. PROJECT COST ESTIMATES

- 4.1. Provide and update throughout the effort an Engineer's opinion of probable cost for construction and potential cost and non-cost impacts to system operation. As necessary to meet the project objectives within the established budget, develop scope alternatives and include bid alternates in the construction contract based on discussions and input from PWD. Maintaining project affordability within the established budget is a key responsibility of the selected design team.
- 4.2. At a minimum provide cost estimate updates for PWD review with the conceptual level design memo.

5. LOCAL, STATE AND FEDERAL REQUIREMENTS

- 5.1. Provide technical information and design details necessary to obtain all applicable local, state and federal permits that will be required for execution of this project. Provide a summary of permitting requirements.
- 5.2. Conduct a code review of the design. Complete design in accordance with all applicable codes and regulations. Potentially applicable codes and regulations include, but are not limited to:
 - 5.2.1. Maine Uniform Building and Energy Code;
 - 5.2.2. City Building Code;
 - 5.2.3. Maine State Internal Plumbing Code;
 - 5.2.4. National Electrical Code;
 - 5.2.5. National Fire Protection Association;
 - 5.2.6. Maine Department of Health and Human Services;
 - 5.2.7. Maine Department of Environmental Protection; and,
 - 5.2.8. Occupational Safety and Health Administration.

6. CONCEPT PHASE WORKSHOPS

- 6.1. Conduct two workshops, in-person, hosted by PWD to review and discuss the design, project goals, and alternative analysis associated with key design basis decisions and solicit input from PWD.
- 6.2. Maintain a log of District comments and questions raised during the workshops, including a summary of the resolution of each item. Provide draft deliverables for PWD review prior to each workshop.

7. DESIGN BASIS DOCUMENTATION

- 7.1. Compile the design decisions developed during the design basis into a Conceptual Design Report at the conceptual design level for review and comment by PWD. The report shall summarize the design alternatives considered, comparative life cycle costs, and other considerations regarding the recommended alternative. The report shall describe the proposed upgrades and provide a detailed project cost estimate.

8. SITE DESIGN

- 8.1. Provide sufficient technical design necessary for concept level drawings, including estimated cut/fill, stormwater improvements, utility improvements, etc, to support the concept level cost estimates.
- 8.2. Provide site survey locating all structures and underground utilities in the impacted area.
- 8.3. Geotechnical exploration is not required during the conceptual phase.
- 8.4. Provide three (3) conceptual layout drawings meeting previously described requirements.
 - 8.4.1. Site design should meet City of Portland Zoning requirements. If waivers to Site Dimensional standards are required to accomplish the proposed design, those should be outlined in the Conceptual Design Report.

9. SCHEDULE AND PROJECT BUDGET

- 9.1. Provide a proposed schedule for completion of the project for review by the Selection Committee. PWD expects an eight (8) month timeframe to complete.
- 9.2. The conceptual level project budget is **\$60,000** and includes all project costs including project contingency.
- 9.3. The respondent is responsible for developing the project scope to maintain project costs within the aforementioned budget. As part of the proposal, response to this RFP shall be based on completing the project objectives stated herein within the budget. If the respondent wishes to recommend items outside of the budget for consideration, these items shall be clearly identified as such in the proposal and noted separately from the base project.

10. PROPOSAL REQUIREMENTS

- 10.1. A description of the proposed project team (including any subcontractors) and the team's specific qualifications and experience with projects of similar scope within the last five years. Only references for projects completed by team members should be included. Provide contact information for references.
 - 10.1.1. PWD intends to hire the project team proposed, and expects that project staffing will be stable throughout the project. Personnel substitutions during the active phases of the work will be by mutual agreement only and generally only under extenuating circumstances.
- 10.2. A detailed breakdown of the proposed effort by person-hours and cost for the team according to the tasks outlined herein. The effort table shall organize the team's hours into rows, and each scope item shall be totaled in a row clearly labeled according to the scope item number in this RFP.
 - 10.2.1. Tasks:
 1. Boundary and Existing Conditions Survey
 2. Project Management
 3. Engineering and Design
 4. Conceptual Sketches
 5. Conceptual Design Report
- 10.3. A schedule for the project tasks.
- 10.4. A discussion on project approach and how the project team will balance the goals for each project within the overall proposed site modifications.
- 10.5. Submit one (1) digital (PDF) of the proposal to PWD Procurement Agent as identified in the bid documents.
- 10.6. The Proposal shall clearly identify any effort recommended for consideration that is above and beyond the proposed base scope or available engineering budget. Any additional effort must be separated out as an additional work item from the total provided in Section 10.2.

11. BACKGROUND INFORMATION

- 11.1. When provided by PWD, background documents shall be for informational purposes only and does not confer a license or grant for any other use.
- 11.2. Information provided by PWD may not represent a complete record for existing facilities and may contain inaccuracies. It is the responsibility of the Consultant, as part of this effort, to confirm the validity of all information provided and gather the information needed to provide a complete project. Under no circumstances shall the design effort provided rely solely on the information provided by PWD.