



P.O. Box 1016 • Rockport, Maine 04856
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Request for Proposals Civil Design & Engineering Services

Mid-Coast Solid Waste Corporation (MCSWC), formed jointly by the Towns of Camden, Rockport, Lincolnville and Hope through municipal agreement, is seeking proposals from State of Maine registered engineers and other appropriate firms/individuals to provide professional services to assist MCSWC with determining the most cost-effective, environmentally sound 21st Century alternative to its current MSW transfer facility located in Rockport, Maine.

The timeline goals of this project are:

Short Term (Fall - 2017) - Prepare conceptual designs of and cost estimates for a renovation or rebuild of the existing facility which will maximize hauling and labor efficiency without diminishing services provided. Present conceptual designs and cost estimates to the MCSWC Board of Directors for further refinement and direction.

Intermediate Term – April 2018 (for probable Town votes in June, 2018) – Complete all design and prepare a detailed building project cost estimate. Assist in public education and outreach. Submit appropriate applications to the Maine Department of Environmental Protection in time for approvals by Fall of 2018

Long Term (Fall & Winter, 2018) – Provide QA/QC for construction with construction completed and ready for operation by February 2019.

In order to be considered, interested parties must submit eight (8) paper copies and one electronic (PDF format) of the proposal outlining their qualifications and complete information as requested in the Proposal Requirements. Submissions must be received no later than 2:00 p.m., July 12, 2017. The proposals shall be submitted in a sealed envelope and shall be clearly identified on the outside as “Proposal for Design & Engineering Services” to the following address:

James A. Guerra, Facility Manager
Mid-Coast Solid Waste
P.O. Box 1016
90 Union Street
Rockport, Maine 04856

All proposals shall be signed in ink by a principal of the firm with the authority to negotiate and contract for these services. The proposing firm may utilize any method of proposal delivery except facsimile, telephone, telegraphic, or e-mail proposals which will not be accepted. Any proposal received late for any reason will not be accepted.

Any design will need to consider at a minimum:

1. Recycling program design
2. Drive through msw deposit for residential users (no backing up)
3. Minimal or no backing up for commercial and vehicles trailers
4. Universal Hazardous Waste collection location
5. Scale location(s)
6. Compost area option
7. Swap and diversion program area/layout
8. Peak municipal solid waste generation periods, round trip time, floor storage and number of hauling containers necessary.
9. Minimize the potential of stranded infrastructure as facility access policies evolve
10. A Construction & Demolition Debris (CDD) processing/sorting area allowing for collection of sorted wood wastes, asphalt shingles, mineral/ceramic debris and comingled CDD for landfilling off-site.

Inquiries regarding this RFP must be made in writing and submitted via mail to the address shown above, fax (207-236-2467) or e-mail to: mcswc@roadrunner.com.

Site

MCSWC currently delivers its MSW to the PERC incinerator in Orrington and bales and markets its source separated recyclables with the help of the Maine Resource Recovery Association (MRRA). In April of 2018, MCSWC will direct its MSW to ecomaine in Portland via a three to five year contract. With the additional miles as well as the overall lack of a facility “design”, MCSWC seeks to consider alternatives to what has evolved that might afford greater efficiencies environmentally as well as fiscally.

The current facility has evolved over the past thirty years on an approximately five acre, roughly hour-glass shaped property. The property shape results from locating the facility at the site of a former limestone quarry, also shaped like an hour glass, lying perpendicular across the midsection of the facility. This intersection consists of an area of fill / waste historically placed in standing water about 50 feet deep and remains unstable as it continues to settle. Activities at the facility occur chiefly in the broader areas of the parcel to the north and south. Please refer to the aerial photo provided.

Current MSW operation consists of four Accurate Compactors with associated 64 yard close top roll off containers located on the northern end of the facility. MCSWC averages an 18 ton payload with this system over the course of a year. MCSWC handles about 5,800 tons of MSW per year.

Recycling operations occur at the southern end of the facility with baling and cold storage within a 140 X 60 Varco Pruden (VP) steel structure on reinforced concrete slab. Collection of source separated recyclables occurs in customized roll-off containers placed along the travel way between the VP structure and the MSW compactors which are delivered and emptied onto the floor of the baling facility as needed.

Along with MSW and CDD, MCSWC also collects and consolidates Universal Hazardous Wastes (UHW) including monitors, televisions (CRT), PCB containing ballasts, Hg containing lamps & thermostats and rechargeable batteries. Smaller items such as lamps and batteries and thermostats are received at the entrance/gatehouse and held for pick-up in a single story wood framed structure located adjacent to the MSW area. Larger items such as monitors and CRTs are collected just outside this building and transferred inside by pallet jack at the end of the day.

Landfill

MCSWC is also responsible for a CDD landfill in eastern portion of the quarry (see aerial photo) with five to seven years of airspace remaining. An area currently exists adjacent to the fill area which provides space for depositing bulky metals and sheetrock into roll-off containers for transport to disposal. The area can also accommodate a stockpiling and grinding operation for clean demo wood as well as brush. With the expectation of handling CDD from its member towns for the long-term, MCSWC would consider proposals which include an expanded layout for a processing and diversion area. At minimum, the current area should not be made smaller as a result of improvements which might be proposed for handling the facility's MSW and recycling.

Qualified engineering/design firms responding to MCSWC's Request for Proposals should provide:

Title Page - Title Page to show the request for proposals subject; the firm's name; the name, mailing address, e-mail address and telephone number of the contact person; and the date of the proposal.

Transmittal Letter – A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the specified time period, and a statement why the firm believes itself to be the best qualified to perform the work.

Approach to the Project – Describe in detail the firm's approach to the project, including a listing and description of proposed work tasks. Please note that the final scope of services will be determined during the selection process.

Composition and Qualifications of Project Staff – List the personnel who will be assigned to this project and state their relevant qualifications, including past projects, educations, and certifications. Include similar data for any anticipated sub-consultants.

Similar Projects – Describe the most significant design services (maximum of 5) performed in the last fifteen years that are similar to the services described in this request for proposals. Indicate the scope of the work, date completed, and the name and telephone number of the principal client contact.

Insurance – Proof of professional liability coverage is required. Applicants shall indicate their ability to provide proof of coverage for the following minimum insurance requirements:

General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate;
Motor vehicle liability coverage of \$1 million combined single limit;
Proof of workers' compensation coverage;
Professional errors and omissions coverage of \$1 million.

Timeline – Each proposal shall include a timeline for the project which shall include a completion date for the short term and intermediate term goals that is no later than November 16, 2017, and the long term goal of September of 2018.

Fee Schedule – Each proposal submission package must include a single, sealed fee statement under separate cover for the initial phases of the project. The sealed fee statements will be opened after the initial review and ranking of the proposals is completed. The fee and scope of work shall be subject to negotiation. Although there will be no formal commitment to the firm selected to complete the initial work, MCSWC intends to negotiate a scope and fee for design development and the construction phase should the voters, in June of 2018, approve funding for a project.

Evaluation of Proposals

The Strategic and Capital Planning Committee will thoroughly review proposals to determine the best qualified individual or firms. Those not determined to be among the best qualified will be eliminated at this point of evaluation and notified via mail.

Evaluation Criteria – Proposals will be evaluated using the following criteria:

- a. Education and relevant experience of principals and key employees;
- b. Firm's history of performance on previous projects;
- c. Adequacy of personnel and equipment to perform the work;
- d. Completeness of the proposal;
- e. Firm's approach to planning, organizing, and management of the project including approach to problem solving, data gathering, communication and committee participation;
- f. Present workload with consideration of present and future commitments;
- g. Recommendation and opinions from firm's previous clients;
- h. Firm's ability to secure professional liability insurance;
- i. Other factors as deemed pertinent by the committee.

Oral Presentations – During the evaluation process, the Board of Directors may, at its discretion, request any one or all of the firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions regarding the proposal. If oral presentations are necessary these will be conducted during the last week of July, 2017.

Final Selection – The MCSWC Board of Directors will select a firm after considering the recommendation of the committee. It is anticipated that the firm will be selected by August, 2017.