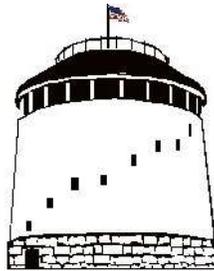


# Request for Quotes On-Call Construction Inspection Services



## **BANGOR WATER DISTRICT**

P.O. BOX 1129 · BANGOR, ME 04402-1129  
TEL: (207) 947-4516 · FAX: (207) 947-5707  
[www.bangorwater.org](http://www.bangorwater.org)

February 4, 2019

## **A. Request for Quotes**

The Bangor Water District (BWD) invites quotes from qualified Bidders to provide Contract Inspection Services for water related construction within BWD's service territory.

## **B. Background & Project Information**

BWD is preparing plans and specifications for water main construction and related upgrades located within its service territory. The intent is to renew 1% of the distribution system on an annual basis, or approximately two miles. The contract documents will be put out to competitive bid and be installed by a contractor. The construction work is generally expected to take place between April and December of each calendar year.

Inspection of new work will be accomplished by a combination of in-house staff and on-call Construction Inspectors. The on-call inspector will be used to inspect excess workload including instances where multiple projects are occurring at once, irregular night and weekend shifts. It is expected that the majority will be handled in-house. The design, scheduling, and completion of new main projects is subject to availability of funding, coordination with City of Bangor surface restoration projects and utility upgrades, timing with other BWD treatment, storage, or distribution projects, City events, and other factors.

Every effort will be made to provide one week's notice that on-call services are needed.

## **C. Proposed Scope of Work**

The Scope of Construction Inspection Services includes, but is not limited to, the following:

1. Become thoroughly familiar with BWD standards, project drawings, specifications, permits, and contract requirements of the project.
2. Ensure that the construction conforms to the Contract Documents.
3. Be available to witness all work completed by contractors and subcontractors, which may include overnights and weekend work, as will be determined on a project by project basis.
4. Keep a field book of work progress, observations, and events, and detailed diagrams that will become part of the as-built information for the project. Provide copies to BWD regularly.
5. Take photos daily to document work, as directed by BWD. Provide photos daily electronically. BWD will issue a tablet for the purpose of taking and marking photos. The inspector will be responsible for returning the tablet in the same condition it was issued.
6. Witness disinfection and testing of new facilities. Operate system valves in order to isolate sections of main or flush mains following work.
7. Measure all payment quantities daily and review contractors' applications for payment.
8. Become familiar with requirements associated with accepting federal funding for projects.
9. Work with the Contractor and BWD to ensure that proper notifications are delivered to customers, the municipalities, municipal agencies, and communicate with such parties during day- to-day operations as necessary, or during unplanned or emergency events.
10. Attend prebid, preconstruction, and monthly progress meetings.
11. Communicate daily with BWD, or more frequently as need arises.

## **D. Additional Information**

The bid form includes a monthly retainer fee. This will be paid each month upon invoice during the term of service upon contract execution. The retainer is non-refundable. The on-call Inspector will first bill project charges against the retainer. Any charges incurred during the month, which are above and beyond the amount of the retainer, will be paid by the unit prices established during bidding. By accepting payment of this retainer, the on-call inspector agrees that qualified personnel will be available to fulfill inspection duties, given reasonable notice.

A Sample Contract has been provided as an attachment to this RFQ.

## **E. Selection & Term of Services**

BWD reserves the right to reject any and all quotes, to waive any irregularities, and to accept any quote that it deems to be in its best interest. BWD may, at its sole discretion, conduct interviews for one or more Bidders, or to make the selection without any interviews. In submitting a quote, the Bidder acknowledges that the final quote accepted by BWD need not represent the lowest cost of services that was submitted. BWD will notify all competing Bidders of the selected quote upon acceptance by the Board.

Each quote will be examined and evaluated for satisfaction of the needs specified in this RFQ. This will be a qualifications-based selection. on-call Assignments may range from a few days or weeks at a time to entire projects, depending on the nature of the specific project and other work taking place at the same time. Every effort will be made to provide continuity on individual projects.

The term of service will be for the 2019 construction season, generally defined as April 1 to December 31, with the option to renew for two additional consecutive construction seasons, for a total term of service of 3 consecutive construction seasons. Contracts will be signed on a calendar year basis. This contract may be canceled by either party, for any reason, upon 30 days written notification from one party to the other.

## **F. Quote Format**

In order to be considered, Bidders should submit the following information:

1. Resumes of personnel who will work on projects, including any subcontractors and their intended roles.
2. Past experience with similar projects. This should include the size of the project, location, and system contact information for references. Experience with water main distribution system construction is required.
3. Signed bid form.
4. Proof of general liability and automobile insurance coverage.

Bids are due to BWD by 2:00 p.m. on Thursday, February 28, 2019. The bids will be publicly opened and read aloud. The submittal package shall be marked "2019 On-Call Construction Inspection Services".

**Contact  
Information**

Attention: Amanda Soucier  
Bangor Water District  
614 State Street  
PO Box 1129  
Bangor, ME 04402-1129

**Bid Form**

“Request for Quote: 2019 On-Call Construction Inspection Services”

	<b>Total Cost</b>
1. <u>Hourly rate up to and including 40 hours per week</u>	\$ _____/Hour
2. <u>Hourly rate for time over 40 hours per week</u>	\$ _____/Hour
3. <u>Daily mileage reimbursement</u> (Round trip miles per day from RPR Base to Bangor City Limits x _____ ) (Insert Mileage Rate Above)	\$ _____/Day
4. <u>Monthly retainer fee</u>	\$ _____/Month

The rates above will be used to calculate a monthly total which will be the basis of determining the low bid. Assumptions will include 5 working days for 4 weeks per month, 10 hours per working day. Payment for inspection services will be based on actual quantities accrued by the inspector. Inspectors will also be paid for hours spent performing approved administrative tasks such as attending project meetings and completing paperwork.

**BY:**

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Sample Contract**

**Agreement for Resident Project Representative Services (RPR)**

PROJECT NAME

THIS AGREEMENT, made this day of DATE, by and between the Bangor Water District, 614 State Street, Bangor, Maine, hereinafter called "Owner" and NAME of COMPANY, hereinafter called "RPR".

WITNESSETH: that for and in consideration of the payments and agreements hereinafter mentioned:

1. COMPANY will furnish Resident Project Representative Services (RPR) for Owner on above mentioned project in Bangor, Maine.
2. RPR Services are outlined in Attachment A.
3. RPR will bill Owner monthly based on the hours of service provided during that month.
4. RPR will provide proof of General Liability and Automobile Insurance Coverage to Owner.
5. Owner will enter into a contract with a contractor to construct the project.
6. Agreed compensation shall be as follows:

COMPENSATION (Information will be listed below upon contract signing)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

NAME: RPR:

BY \_\_\_\_\_

NAME

DATE \_\_\_\_\_

Bangor Water District, Owner

BY \_\_\_\_\_

Kathy Moriarty, General Manager

DATE \_\_\_\_\_

## **ATTACHMENT A – Duties and Responsibilities of the Resident Project Representative (RPR)**

Inspections are to be conducted for the multiple projects. This project is administered by Bangor Water District (BWD). The RPR will represent the BWD. Inspections are to be done daily and continuously while the contractor is performing work on the project site.

The RPR must be thoroughly familiar with the drawings, specifications, permits and contract requirements of the Project. The RPR must ensure the improvements are performed to the lines and grades specified in the project plans and permits, that the materials used comply with the requirements of the project plans and specifications and that the excavation and sub-surface areas are at the proper slopes and elevations.

The RPR will keep a log of observations, events, and instructions given to the contractor, weather, personnel and equipment on site, time and length of visit. The RPR will take photographs to record project status, problem areas, etc. and turn over this information electronically on a daily basis, along with an update on the day's progress.

The RPR will witness disinfection and testing of new facilities as applicable to ensure conformance to applicable standards. System valves will be operated by the RPR who will coordinate with the District Engineer and other BWD staff as necessary for activities requiring operation of system valves.

The RPR will attend monthly progress meetings with the contractor, engineer and Owner. The RPR will verify the contractor's percentage of complete work claimed for billing purposes by measuring and computing the amount of work completed and assigning value derived from the cost breakdown for the project, and will verify unit quantities eligible for payment, as applicable.

The RPR shall be familiar with the General Conditions of the contract and report the contractor's adherence to the requirements regarding safety, traffic control, site cleanliness, sanitary provisions, proper storage of material,; use of subcontractors, use of Minority Business Enterprises selected for the work, adherence to sediment and erosion control requirements, and other such requirements. The RPR must be aware of what valves are open and closed, and other temporary operational changes, during the course of work.

The RPR will work with the contractor and engineer to ensure that proper notifications are provided to customers, the municipality, and municipal agencies, and will communicate to such parties during day to day operations as necessary or during unplanned or emergency events. This will also include conducting follow up at properties after service interruptions.

The RPR shall coordinate all activities and report to the Engineer for this project. In the event of unusual or nighttime working hours, the RPR and engineer will formulate a plan to ensure regular communication is maintained. The RPR is a representative of the BWD and, as such,

professional conduct is imperative in the interaction with the contractors, sub-contractors, customers, regulatory agencies, government officials, and visitors to the project site.