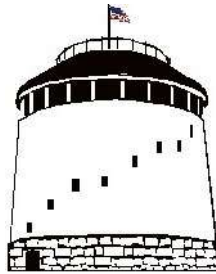


Request for Quotes
Construction Inspection Services
Butler Ozone Upgrade



BANGOR WATER DISTRICT

P.O. BOX 1129 · BANGOR, ME 04402-1129
TEL: (207) 947-4516 · FAX: (207) 947-5707
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 upgrades to the Ozone process at BWD's Butler Ozone Treatment Facility in Otis, Maine.

B. Background & Project Information

BWD and its consultants are preparing plans and specifications for potable water ozone treatment process upgrades. The contract documents will be put out to competitive bid and work will be installed by a contractor. The construction work is generally expected to take place between April and December in 2019.

The work will span two phases. Phase I is for exterior work and includes yard piping, fiberoptic cable installation, and installation of liquid oxygen (LOX) receiving station and storage facilities. This phase has been awarded to a general contractor and work is expected to commence in April 2019.

Phase II involves mostly interior work and includes demolition of existing ozone generators, installation of new ozone generators, SCADA upgrades, and associated electrical work. Phase II is anticipated to be bid during 2019 and will commence following completion of the work under Phase I.

This request for quotes is intended to procure inspection for both phases.

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.
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 testing and startup of new facilities.
7. Measure all payment quantities daily and review contractor's application 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 municipality, 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

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 proposal 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.

The term of service will be for all phases of the overall ozone construction project. One contract will be signed for all phases of work. 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 the project, 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 or wastewater treatment facility construction preferred.
3. Signed bid form.
4. Proof of General Liability and Automobile Insurance Coverage.

Bids are due to BWD by 2:30 p.m. on Thursday, February 28, 2019. The bids will be publicly opened and read aloud. The submittal package shall be marked "Construction Inspection Services – Butler Ozone Upgrade".

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

Bid Form

“Request for Quote: Construction Inspection Services – Butler Ozone Upgrade”

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

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. RPR will furnish Resident Project Representative Services (RPR) for Owner on above mentioned project in Otis, 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 for the duration of the project.
5. RPR services are contingent upon Owner entering a successful contract with a Contractor.
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 “TITLE” project. This project has been designed by Woodard and Curran, hereinafter “ENGINEER” and 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.

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 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 materials, 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 shall coordinate all activities and report to BWD 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.