

A. INTRODUCTION

The Town of Bar Harbor wishes to procure the services of a qualified firm to conduct a feasibility and planning study for undergrounding aerial utilities and providing cost estimates for this work, along with other planned improvements for the Cottage Street and Lower Main Street corridor. In 2017 the Town of Bar Harbor hired Lark Studios to conceptualize improvements to Cottage Street and Lower Main Street which were submitted for review to the Town Council in 2017 and 2018 respectively. These concepts included improvements to traffic flow, pedestrian flow, and safety, as well as locally owned utility improvements. Additionally, the concept of underground electric, phone, cable, and fiber is being considered as part of improvements to this part of Town.

To this end, the Town is looking to further refine this plan by engaging the services of a firm to perform a feasibility study that considers placing typical overhead utilities underground or rerouted to avoid underground installation. The feasibility study will include the development of costs for undergrounding overhead utilities as well as the other infrastructure improvements identified in the plans by Lark that will include, but not be limited to, water, sewer, storm drainage, roads, curbing, sidewalks, and landscape amenities.

Below is the anticipated scope of work to consider for this project.

B. SCOPE OF WORK

The Consultant's minimum scope of work for this project will consist of the following tasks and outcomes:

1. Work with representatives from the Town, Emera, Consolidated Communications, and Charter Communications to develop options and alternatives for undergrounding current overhead utilities along the Cottage Street and Lower Main Street corridors and preparing the most cost-effective plan for the town.
2. Meet with appropriate representatives from the Town to share findings and developed alternatives.
3. Based on meeting with Town, work with Emera, Consolidated Communications, and Charter Communications to estimate costs for the options and alternatives considered, including all infrastructure that could be impacted as part of the proposed plan prepared by Lark.
4. Prepare a report in written format to share with the Town.
5. Lead a public meeting to discuss findings of the report.

C. SUBMISSION REQUIREMENTS

Interested firms should submit 10 copies of a Letter of Interest and Qualifications (not to exceed 12 pages) which includes the following:

1. A cover letter expressing the consultant's interest in working with the Town of Bar Harbor, including identification of the principal individuals that will provide the requested services, including any sub-consultants.
2. A description of the firm, including the number of employees and their discipline, philosophy on serving clients, locations of operation in Maine, and other pertinent factors relative to the business.

3. A list of individuals that will be committed to this study and their professional qualifications in resume format. The names and qualifications of any sub-consultants shall be included in this list.
4. A description of the general approach to be taken toward completion of the study
5. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
6. A brief statement describing why your firm is qualified to undertake the work requested.
7. Demonstration of success on similar projects, including brief project descriptions and contact names and addresses for reference.
8. Statement reflective of present workload, availability, and ability to absorb the project.
9. List of business references other than those listed above, including contact information.
10. Other factors that would be helpful in evaluating the consultant for this project.
11. An estimated cost to complete the project. Please note, the Town recognizes that there could be costs required by the utility companies to facilitate their cooperation with this study. As such, those costs shall be covered directly by the Town and not considered as part of the costs provided for the consultant in their estimate.

D. SELECTION CRITERIA

The process for selection of a consultant will consist of;

1. The Selection Review Committee, which will be comprised of: Town Manager, Planning Director, Highway Superintendent, Utilities Superintendent, one Wastewater Staff member, and one Water Staff member will review the qualification packages and may interview the selected consultants.
2. After the interviews, the Selection Review Committee will select consultants for recommendation to provide the services requested in the RFQ.

Ranking consultants and their submissions will be based on the following:

1. Similar project experience: (20%)
2. Ability to Perform based on current workload (25%)
3. Local Knowledge: demonstrated familiarity with the Town of Bar Harbor, Emera, Consolidated Communications, and Charter Communications (25%)
4. Key Staff Members: Qualifications of staff that will be assigned to the project (20%)
5. Company Background Material: pertinent information concerning the background, experience, and reputation of the firm. (5%)
6. References: submit along with the above information three (3) work related job references. (5%)

The Letter of Interest and Qualifications should be sent to Cornell Knight, Town Manager, Town of Bar Harbor, 93 Cottage Street, Bar Harbor, Maine, 04609, to be received no later than December 3, 2019. The town reserves the right to accept or reject any or all bids.