

City of Brewer
Request for Proposal
For Engineering Services

INTRODUCTION

The City of Brewer, Maine (hereinafter referred to as “Brewer or the City”) is seeking proposals from engineering firms for Construction Support Services for improvements to the Levenseller Water Storage Tank. The project includes the installation of new interior and exterior coating systems, the installation of a mixer, the replacement of the tank’s cathodic protection, and the construction of a new control building.

1. Construction Administration
 - a. General Administration including award contract signing, submittals and shop drawing review, and processing pay requests.
 - b. Conduct monthly progress meeting and Project close-out meeting.
 - c. Respond to Contractor questions clarifying design elements and communication of construction progress and updates to Owner.
2. Grant Administration Services
 - a. Assist the City in management and reimbursement requests of the CDS grant
3. Periodic Inspection
 - a. Part-time Contractor supervision (8 hours per week), verification of proper construction methods, documentation, and weekly updates
4. Post Construction Services
 - a. Provide Record Drawings Utilizing the Contractor supplied As-Builts.
 - b. Coordinate with the Contractor to address Warranty Items that may arise
 - c. Coordinate any project close-out necessary for the City to obtain funding agency reimbursement

Any questions regarding the process should be directed to Rodney Butler,
(rbutler@BrewerMaine.gov, 207-989-4214) Water Superintendent, City of Brewer, ME, 223
Green Point Road, Brewer, ME 04412.

SELECTION PROCESS

The City shall review all proposals received by interested parties no later than July 2nd, 2025 at 1:00PM. The City shall score the proposals and establish interview dates, if necessary, with the preferred firms during the month of July 2025.

Interested firms must have prior experience in the inspection and grant administration of similar projects in the State of Maine with a preference to those firms familiar with Brewer.

CRITERIA FOR FIRM SELECTION

1. Education and relevant experience of principals and key employees.
2. Firms' history of performance on previous projects.
3. Adequacy of personnel and equipment to perform the work.
4. Completeness of the proposal.
5. Present workload and future commitments.
6. Recommendation and opinions from the firm's previous clients.
7. Firms' ability to secure professional liability insurance.
8. Fee.
9. Other factors deemed pertinent by the City.

INFORMATION REQUIRED IN PROPOSALS

1. Title Page

- a. Show the proposal subject, name of firm, local address, telephone number, name of primary contact person and date.

2. Table of Contents

- a. Include a clear identification of the materials by section and page number.

3. Letter of Transmittal

- a. Limit to one or two pages. This letter should briefly state the Respondent's understanding of the work to be done and give details of the Respondents anticipated project approach and review timetable.

4. Construction Administration Experience

- a. Include construction inspections and field observations.

5. Key Personnel Qualifications

- a. Provide names and qualifications of key personnel responsible for executing the work, including registrations, licenses, and certifications.
- b. Statement Regarding the use of any sub-contractor services or special Consultants that may assist Firm with projects

6. References

- a. Provide at least five (5) references from past clients, including the primary contact's name, title, address, phone number, email address.

7. Fee

- a. Provide lump sum, not-to-exceed fee to complete the work.

SUBMISSION OF PROPOSALS

The Firm shall submit their proposal digitally to rbutler@BrewerMaine.gov no later than July 2nd, 2025 at 1:00PM. Late or incomplete proposals will not be considered.