

# Town of Brunswick, Maine

## OFFICE OF THE TOWN ENGINEER

### MEMORANDUM

**TO:** Bidders

**FROM:** Trey Crews, Town Engineer Brunswick

**DATE:** December 5, 2024

**SUBJECT:** Old Bath Water Main Extension Addendum 4 and Pre-Bid Meeting Notes

#### Attendance

Name	Company	Email
Trey Crews	Town of Brunswick	<a href="mailto:tcrews@brunswickme.org">tcrews@brunswickme.org</a>
Jay Astle	Town of Brunswick	<a href="mailto:jastle@brunswickme.org">jastle@brunswickme.org</a>
Ryan Leighton	Town of Brunswick	<a href="mailto:rleighton@brunswickme.org">rleighton@brunswickme.org</a>
William Terry	Brunswick-Topsham Water District	<a href="mailto:wterry@btwater.org">wterry@btwater.org</a>
TC Schofield	Brunswick-Topsham Water District	<a href="mailto:tschofield@btwater.org">tschofield@btwater.org</a>
Jim Flood	Brunswick-Topsham Water District	<a href="mailto:jflood@btwater.org">jflood@btwater.org</a>
Sandy Warren	Cumberland County	<a href="mailto:warren@cumberlandcounty.org">warren@cumberlandcounty.org</a>
<b>Bidders</b>		
Ian Messier	Crooker Construction	
Jill Korcoulis	Construction Summary	
Ben Piper	Pratt & Sons	
Andrew	Pratt & Sons	
Chad	Pratt & Sons	
Corey LaRue	Gendron	
Matt Callahan	Glidden Excavation & Paving	
Sulo Burbank	RJ Grondin & Sons	
Mike McGee	McGee Construction	
Adam Roberge	Aceto Earthworks	
Zach Chaput	EJ Prescott	

#### Scope of Work

The power point presentation from the pre-bid meeting is included as an attachment

#### Questions

The town has received the following requests for clarification from potential bidders

##### 1. Is there a moratorium on Old Bath Road?

The town recently applied a surface layer to Old Bath Road, but the moratorium will be waived for this project

**2. Will the contractor need to acquire town permits for road excavation, traffic obstruction, etc.**

As this is a town project, the town will waive those permits and associated fees for the project.

**3. Questions regarding Base Bid 1: Road Reclaim and Repave**

**• Special Provisions Section 204 – Shoulder Rehabilitation**

- **What nominal thickness should be carried?**

The nominal thickness is six inches

**• Special Provisions Section 408 – Street Repair**

- **I do not see a bid item for this item. How will this item be paid?**

The bid form has been updated to include a line item (as needed)

**• Special Provisions Section 608 – Sidewalks & Driveways**

- **Full depth reclamation of main line and then paving with 2.5" of 19MM and 1.5" of 12.5MM without removal of any material leaves the profile of the road approximately 4" higher than original ground.**

Per MDOT standard details section 801 (02) Note 3 reads: "When grading entrances which are flatter than the maximum profiles the following rule of thumb should be used. Do not exceed a grade percent change of more than 9% in a 6 foot increment of entrance length. This applies to both up and down profiles."

**If additional base material is needed how will that be paid for?**

The bid form has been updated to include a line item for base course pricing (as needed)

- **In order to achieve less than 9% of pitch most of the driveways would need to be extended farther than the 3' mentioned in Special Provisions 608. How will this additional removal be paid?**

Under line items 403, based upon field measurements and agreement

- **What nominal thickness and pavement type is required for driveways?**

The driveway aprons shall be 3 inches of 12.5mm

**• Special Provisions Section 615 – Loam, Seed, and Mulch**

- **I do not see a bid item for this item. How will this item be paid?**

The bid form has been updated to include this line item

**4. Can you confirm that the traffic control cost for installing the water main should be considered incidental to water main bid items**

Yes, that is correct

**5. Where would 2" blowoffs be needed?**

Initially one was to be installed at the end of the 12 inch main, but upon further review, the water district does not anticipate the need for any blowoffs.

**6. Can you provide further guidance on what would be needed for the resume and documentation**

Attached is a guideline to help bidders with their package. It outlines examples and the scoring weight.

**7. Is the intent to use excavated materials as initial backfill and the common borrow areas? If there are stones larger than 1.5" you would pay the removal and disposal item 6.01?**

The intent is to use excavated material for the backfill and common borrow areas. Our expectation is that if soils are encountered with a significant number of stones greater than 1.5" in diameter then that be used for backfill greater than 6" above the top of the pipe, and cleaner soils be used around and 6" above the pipe. If the quantity of larger diameter rock in the excavated material requires that suitable material be brought in as backfill around the pipe, that portion would be paid under 6.01.

**8. After driving through the project site there doesn't seem to be any locations that are much lower than others. Will there be a need for the Air Release as detailed on the drawings?**

We do not anticipate the need for any air releases to be installed but the District reserves the right to direct the contractor to install an air release at any localized high spot in the main.

**Attachments**

- Pre bid meeting presentation
- Supplemental guidance on the scoring criteria
- Updated bid form to include new line items and revision to quantities



# **Town of Brunswick Old Bath Water Main Extension Pre-Bid Meeting**

**December 3, 2024**

# Introductions

## Town of Brunswick

Town Engineer: Trey Crews

Town Manager: Julia Henze

Assistant Town Manager: Jay Astle

Public Works Director: Ryan Leighton

Dir Economic & Community Development: Sally Costello

Econ & Com Dev Project Manager: Chrissy Adamowicz

## Brunswick Topsham Water District

District Engineer: TC Schofield

Project Engineer: Jim Flood

Engineer: William Terry

## Cumberland County

Sandy Warren

# Scope of Work

- Phase One
  - To be completed by October 2025
  - Provide and install necessary pipes, hydrants, valves, and fittings for
    - 10,200 feet of a 12" water main along Old Bath Rd
    - 600 feet of 8" water main along Bay Bridge Road
- Phase Two
  - To be completed by October 2026
  - Reclaim and Repave of Old Bath Road
  - Overlay of Bay Bridge Road

# Specifications

- Bid Opening: Dec 12, 2024 @ 10:00 AM
  - All Bids shall be emailed to [TOB-engineering@brunswickme.org](mailto:TOB-engineering@brunswickme.org)
  - **Bids due Dec 12, 2024 @ 10:00 AM**
- One lane of traffic must remain open at all time
- Working Hours
  1. Weekday – 7:00 AM and 7:00 PM
  2. Saturday – 8:00 AM and 6:00 PM
- **Federal Wage Rates shall apply to this project**
- **Buy American Act shall apply to this project**

# Bid Package Requirements

- Completed Bid Form Proposal (pages 7-9)
- Bid Bond in the amount of 10%
- Bid Selection Criteria - Supporting Documentation
  - Experience with infrastructure project (10%)
  - Success with comparable projects (10%)
  - Experience and capacity of team (10%)
  - References (10%)
  - Failure to submit one of these items will result in a score of zero for that scoring criteria, but will not disqualify the bid from consideration

# Bid Package Requirements

- Appendix A Forms
  - Certifications required for the prime contractor
  - Additional certifications for each subcontractor as applicable
- Appendix B Forms
  - Provide as applicable
- AIS Certification

# Addendums

- Three addendums have been issued so far
- Addendums will be emailed to potential bidders and posted to town website
- An additional addendum will be issued with a new bid form, along with meeting minutes and an attendance list
- Please submit questions by email to  
[TOB-Engineering@brunswickme.org](mailto:TOB-Engineering@brunswickme.org)

# Questions

# Proposal Submission Guide

This guide outlines the responses to each selection criterion within the RFP/BID. It includes detailed instructions and sample responses to help respondents address all evaluation components effectively.

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## 1. Experience with Infrastructure Project Activities (10%)

### Instructions to Respondents:

Provide a detailed overview of your experience in infrastructure projects, with emphasis on water and sewer systems or similar utilities. Highlight local projects for public agencies where possible and include:

1. A description of your company and sub-consultant firm size, office locations, and capabilities.
2. Work experience relevant to the project needs.
3. At least three examples of projects completed in the last five years, detailing:
  - o Project name, type, location, and completion date.
  - o Scope, objectives, challenges, and outcomes.
  - o Original and final contract costs, including any cost overruns and corrective actions taken.
  - o Contact details for references associated with each project.

### Documentation:

- Project summaries (no more than five).
- Client testimonials or case studies (optional).

### Example Response:

"[Your Company Name] has over [X years] of experience in infrastructure projects, including water and sewer system upgrades. Key accomplishments include:

- **Project Name, Location:** Completed [scope of work] within [timeline] and [budget].
- **Project Name, Location:** Delivered exceptional results, achieving [outcome, e.g., reduced operational costs by X%]."

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## 2. Success in Completing Comparable Projects (10%)

### Instructions to Respondents:

Demonstrate your track record in delivering similar projects, emphasizing:

- Timely completion and budget adherence.
- Metrics showing success (e.g., cost savings, quality improvements).
- A table summarizing relevant project details.

**Documentation:**

- A summary table of comparable projects.
- Performance evaluations or client letters (optional).

**Example Response:**

"We have successfully completed multiple projects of similar scope. Highlights include:

Project Name	Budget	Completion Date	Outcome
[Name]	[\$Amount]	[Date]	Achieved X% cost savings.
[Name]	[\$Amount]	[Date]	Enhanced system reliability.

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### 3. Experience and Capacity of Project Team/Personnel (10%)

**Instructions to Respondents:**

Introduce your proposed team and their qualifications. Include:

1. Names, titles, and resumes of key personnel.
2. Specific roles and responsibilities for this project.
3. Your firm's capacity to dedicate resources and manage the project.

**Documentation:**

- Team organizational chart.
- Certifications and licenses.

**Example Response:**

"Our team comprises seasoned professionals, including:

- [Name, Title]: [Experience, e.g., "15 years in project management, led infrastructure budgets exceeding \$10M"].
- [Name, Title]: [Expertise, e.g., "Licensed engineer with extensive water and sewer system experience"]."

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## 4. Cost/Price of Proposal (60%)

### Instructions to Respondents:

**The submitted bid form covers this item and does not need to be included again** however I have included here additional feedback. Provide a detailed cost breakdown for your proposal, reflecting:

- Labor, materials, equipment, overhead, and other components.

### Documentation:

- Itemized cost spreadsheet.
- Supporting documentation (e.g., vendor quotes, market rates, if available).

### Example Response:

"We propose a competitive price of \$[Amount], detailed as follows:

- **Labor Costs:** \$[Amount]
- **Materials and Supplies:** \$[Amount]
- **Overhead:** \$[Amount]

A full breakdown is provided in the attached budget sheet. This reflects our commitment to high-quality, cost-efficient outcomes."

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## 5. References (10%)

### Instructions to Respondents:

Provide references from recent clients familiar with your performance on similar projects. Include:

1. Contact name, title, organization, phone, and email.
2. A brief description of the work performed for each client.

### Documentation:

- A minimum of three references.
- Letters of recommendation (optional).

### Example Response:

"We are pleased to provide the following references:

1. [Name, Title]
  - Organization: [Name]

- **Contact:** [Phone, Email]
- **Project:** [Description]

2. **[Name, Title]**

- **Organization:** [Name]
- **Contact:** [Phone, Email]
- **Project:** [Description]"

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## **Submission Format**

### **Formatting Requirements:**

- Organize the proposal into sections corresponding to the selection criteria.
- Use headings, subheadings, and bullet points for clarity.
- Ensure all attachments and documentation are clearly labeled.

### **Submission Deadline:**

Proposals must be submitted by Dec 12, 2024 at 10am to [TOB-engineering@brunswickme.org](mailto:TOB-engineering@brunswickme.org)  
Late submissions will not be considered.

### **Questions:**

For any inquiries, please contact [TOB-engineering@brunswickme.org](mailto:TOB-engineering@brunswickme.org)

## PROPOSAL

### TOWN OF BRUNSWICK, MAINE Old Bath Road Water Main Extension – Town of Brunswick

To: Town Engineer

Town Hall, Brunswick, Maine

The undersigned hereby declares that he/she has carefully examined the location of the proposed work, the proposed Contract Form and the Contract Documents therein referred to and that he/she proposes and agrees, if this Proposal is accepted, that he/she will contract with the Town of Brunswick, by its Town Manager, to provide all machinery, tools, labor, equipment and other means of construction and to do all the work and furnish all the materials, except those specified in the Specifications to be furnished by the Town, necessary to complete the work in the manner and time therein prescribed, in accordance with the conditions and requirements set forth in the Contract Documents and the requirements of the Engineer as provided for therein; and that he/she will accept in full payment therefore the following sums to wit:

**Bidders are required to submit completed bid forms.**

#### Base Bid 1: Road Reclaim and Repave

ITEM NO.	ITEM DESCRIPTION	EST QTY	PAY UNIT	UNIT PRICE	BID AMOUNT
202.203	Pavement Butt Joint	40	SY	\$ _____	\$ _____
204.201	Add Shoulder Aggregate to Existing Shoulder	4,400	SY	\$ _____	\$ _____
304.14	Aggregate Base Course – Type A	10 <sup>1</sup>	CY	\$ _____	\$ _____
307.32	Full Depth Recycled Pavement (Untreated Mainline Travelway)	27,200	SY	\$ _____	\$ _____
403.207	Hot Mix Asphalt – 19.00mm	3,700	T	\$ _____	\$ _____
403.209	Hot Mix Asphalt – Hand Placed	40	T	\$ _____	\$ _____
403.213	Hot Mix Asphalt – 12.5mm Surface	2,300	T	\$ _____	\$ _____
408.02	Localized Street Repair	10 <sup>1</sup>	SY	\$ _____	\$ _____
409.15	Bituminous Tack Coat. Applied	700	G	\$ _____	\$ _____
604.18	Adjust Manhole of Catch Basin to Grade	12	EA	\$ _____	\$ _____
615.071	Loam, Seed, and Mulch	2,000	SY	\$ _____	\$ _____
627.711	White or Yellow Pavement Marking Line	36,300	LF	\$ _____	\$ _____
629.05	Hand Labor, Straight Time	20	HR	\$ _____	\$ _____
631.12	All Purpose Excavator (including operator)	10	HR	\$ _____	\$ _____
631.172	Truck-Large (including operator)	10	HR	\$ _____	\$ _____

652.33	Drum	50	EA	\$ _____	\$ _____
652.34	Cone	50	EA	\$ _____	\$ _____
652.35	Construction Signs	150	SF	\$ _____	\$ _____
652.38	Flaggers	300	HR	\$ _____	\$ _____
652.39	Work Zone Traffic Control	1	LS	\$ _____	\$ _____
659.1	Mobilization	1	LS	\$ _____	\$ _____
				<b>Total Base Bid 1</b>	\$ _____

**Base Bid 2: Water main Installation**

ITEM NO.	ITEM DESCRIPTION	EST QTY	PAY UNIT	UNIT PRICE	BID AMOUNT
1.01	12-inch and smaller DI water main	10,840	LF	\$ _____	\$ _____
2.01	6-inch DI service	1	EA	\$ _____	\$ _____
3.01	Hydrant assembly	14	EA	\$ _____	\$ _____
4.01	HMA – 19.0 mm	2,130	Ton	\$ _____	\$ _____
4.02	HMA – 12.5 mm	55	Ton	\$ _____	\$ _____
5.01	Removal and disposal of ledge and replacement with suitable materials as specified	100 <sup>1</sup>	CY	\$ _____	\$ _____
6.01	Removal and disposal of unsuitable subgrade soils and replacement with suitable materials as specified	100 <sup>1</sup>	CY	\$ _____	\$ _____
				<b>Total Base Bid 2</b>	\$ _____

(1) Indeterminate quantities assumed for comparison of bids. Quantities are not guaranteed. Payment will be based on actual quantities constructed.

**Total Base Bid 1 and Base Bid 2 \$ \_\_\_\_\_**

The undersigned acknowledges the receipt of Addenda numbered \_\_\_\_\_

further agrees that, after notification by the Town Engineer of the acceptance of his/her Proposal and the readiness of the Contract for signature, he/she will execute the Contract and furnish the required Bonds within ten (10) days, Saturdays, Sundays and Holidays, excepted, and that he/she will commence the work within ten (10) days after the execution of the Contract and deliverance of the Bonds, unless otherwise specified in the Supplemental Specifications or directed by the Director of Public Works in writing and that he/she will prosecute the work to its completion within the time limit specified in the Supplemental Specifications.

The undersigned hereby further declares that the only persons or parties interested in this Proposal, as principals, are named below; that the Proposal is made without any connection with any other person or party making any proposal for the same work; and that no person acting for or employed by the Town of Brunswick is directly or indirectly interested in this Proposal or in any Contract which may be made under it or in profits expected to arise therefrom, except as provided by the Town Charter. The full names and addresses of all persons and parties interested in this Proposal, as principals, are as follows: (Give first and last names in full, and in the case of a Corporation, give names and addresses of President, Treasurer, and Manager; and in case of a Partnership, give names and addresses of members):

Accompanying this Proposal is a bid security deposit in the amount of (\$\_\_\_\_\_ ) which is to become the property of the Town of Brunswick, by forfeiture, if the undersigned fails, after notification by the Town Engineer of the acceptance of his/her Proposal, to execute a contract with the Town and furnish the required Bonds within the time agreed to herein; or, in case the undersigned withdraws his/her Proposal within thirty (30) days after the opening of the Proposals. Otherwise, the deposit will be returned to the undersigned in accordance with the provisions in the Notice to Contractors.

Company Name:	
Address:	
Signature:	
Printed Name and Title:	
Firm's IRS ID#:	
Date:	
Telephone Number:	
Fax #:	
Email Address:	