REQUEST FOR BIDS
TRANSFER STATION LAYOUT AND DESIGN

The Town of Vassalboro is requesting bids for the following engineering services:

Evaluate the existing Transfer Station facility located at 150 Lombard Dam Road in Vassalboro and present a report with two or more concept design options for the most economical and efficient changes to the layout of the facility and traffic flow to accommodate the addition of a second trash compactor.

Background

The existing trash compactor at the Transfer Station was installed in the late 1980’s to compact municipal solid waste (MSW) into a 50-cubic yard roll-off compactor container. We also have a 40-yard open top container for overflow disposal of the MSW, which is compacted by a backhoe bucket, plunged topside. In 2013, the town delivered 1,316 tons of MSW to PERC by this method via private contract hauler. The Town has been planning and budgeting for four years to replace this compactor, with just over $20 thousand now in reserve. More funds will likely need to be appropriated in the near future to fund this purchase. Before the purchase is made, and on the recommendation of the Transfer Station Manager, an engineering study on the location of the new compactor, in relation to and in consideration of the other recycling and disposal options in place at the facility, is desired. A zero-sort recycling program, and other disposal options (metal, glass, brush, bulky, etc.), are simultaneously in place at the facility, the locations of which are distantly removed from the MSW compactor, resulting in traffic flow issues on busy days at the Transfer Station. The Town desires to continue the zero-sort program. While hoping for larger volume of zero-sort product intake in the future, we would like to consider a possible option to re-purpose the old MSW compactor to compact the zero-sort waste stream, therefore reducing the number of transportation hauls required to remove it. If this plan is pursued by the engineering firm, an estimated life span of the old compactor, based on volumes of tonnage collected now and projected into the future, will be useful.

Scope of Services

The successful engineering firm will need to visit the Vassalboro Transfer Station to view the site and talk with Transfer Station Manager George Hamar (923-3051) to become familiar with the current practice and protocols at the Transfer Station, and to learn the desired outcome of proposed changes. Once the facility needs are understood, the firm will need to research solutions and identify specific compactor models that will meet the facility needs. The firm will
make ranked recommendations within a report that includes two or more separate facility layout concept design options, with related cost estimates for each one. The Town is open to suggestions for needed changes to on-site collection locations for the various recyclable products in order to obtain our goal. The town’s ultimate goal is to improve the safe flow of traffic within the facility, while adding a second compactor, and making the layout of the facility efficiently free-flowing and user-friendly to residents and staff alike. Other more permanent structures (i.e.: the office and recycling building built on a slab in 2009, and separate retaining wall collection sites) that cannot be moved should be considered when designing the plans. Consideration must be given to the power requirements for the compactor(s), compared to existing power sources on the premises now, along with cost estimates to relocate those sources (if needed).

The firm must include in their bid price, the provision for at least two presentations of the final plan options (Board of Selectmen and Budget Committee meetings), and give us the choice of the dates for the presentations. A separate price for any optional additional meetings will be appreciated.

**Proposal Submission Requirements**

The proposal may be in any format that works best for RFB respondents, but shall include as a minimum, the following information:

- Company qualifications and profile.
- Project Team – Names of the project manager and relevant team members that will be assigned to this project with their capabilities and experience with similar projects.
- Project approach – Outline your firm’s approach to this project with an estimated **project schedule** that includes timelines for report with recommendations and estimated costs, etc.
- Scope of Services – In detail, outline the individual and specific services your firm proposes to accomplish on each task in these projects.
- References – Names, addresses, and telephone numbers of representatives of current or recent clients familiar with the work of your firm. Include a contact person and telephone number for each reference (three suggested).
- Cost proposal – Provide a cost proposal based on your firm’s proposed scope of services and include the following: 1. The proposal should include a “not to exceed” lump sum cost for the report and design. 2. A person-hour breakdown by discipline and task with hourly costs; 3. Expected number of meetings and with whom; and 4. A cost breakdown for attending extra meetings beyond those considered in your proposed scope of work.
- Sub-Consultants – Firms proposing the use of sub-consultants must include the information requested in this section for each sub-consultant.
- Proof of Insurance – Provide a copy of both general and professional liability insurance with stated limits. Once the project is awarded, the successful firm will need to provide a certificate of insurance listing workers compensation insurance coverage.
Selection Process and Criteria

The award of the work will be based on the following criteria:

- Firm and project team qualifications, relevant experience with similar projects
- Approach to the project and scope identified
- Cost based on the Proposed Project Scope
- Firm availability
- Satisfactory reference checks.

Selected Engineers meeting these requirements may be interviewed. Following the final selection, the parties shall execute a contract based on this Request For Bid’s requirements and the selected Engineer’s proposal. Work awarded under this proposal may not begin until the Vassalboro Board of Selectmen and the successful firm executes a Contract.

General Conditions and Requirements

The Vassalboro Board of Selectmen reserve the right to accept or reject any and all bids; waive any defects, informalities and minor irregularities; to accept exceptions to these specifications; to negotiate any or all conditions and make such award or act otherwise as it along may deem in the Town’s best interest.

The selected engineer shall agree to indemnify and hold the Town and its Selectmen harmless from claims, demands, suits, causes of action and judgments arising from Engineer’s performance, including claims of professional malpractice or negligence.

Bid Submission and Summary

Four Copies of the Bid Submission must submitted and clearly marked: “Transfer Station Layout and Design Bid”, and delivered to the Town Office located at 682 Main Street in Vassalboro before 12:00 noon on Tuesday, November 25th, 2014, at which time the bids will be opened publicly and read aloud. Bids can also be mailed so as to be received by the bid deadline to: Mary Sabins, Town Manager; Vassalboro Town Office, PO Box 129, N. Vassalboro, ME 04962. Submittals after the deadline will not be accepted.