



Town of Chebeague Island

192 North Road, Chebeague Island, ME 04017

REQUEST FOR QUALIFICATIONS MARINE INFRASTRUCTURE MAINTENANCE SERVICES

I. INTRODUCTION

Town of Chebeague Island is requesting proposals from qualified firms to maintain its marine infrastructure. The contract period is based on the boating season beginning October 1, 2024 and ending September 30, 2025, the contract may be renewed annually.

There is no expressed or implied obligation for the Town of Chebeague Island to reimburse responding firms for any expenses incurred in preparing a response to this request.

To be considered, an electronic copy of the proposal must be received by the Town of Chebeague Island, Attn: Town Administrator (TA) TownAdmin@townofchebeagueisland.org by 2:00 pm, Tuesday, September 25, 2024. Proposals received after that date and time will not be accepted. The Town of Chebeague Island reserves the right to reject any or all proposals submitted.

All inquiries concerning the request for qualifications should be addressed to Viktoria G. Wood, Town Administrator for the Town of Chebeague Island, at (207) 846-3148, or via e-mail at townadmin@townofchebeagueisland.org

<https://www.townofchebeagueisland.org/coastal-waters>

II. NATURE OF SERVICES REQUIRED

A. General Information

The Town of Chebeague Island is a municipal corporation of the State of Maine with a year-round population of 396 as of the 2020 census and a tax commitment of \$3,057,331.00 for fiscal year 2024.

Since the incorporation of the Town in 2007, The Public Works department has performed the functions described below. However, increasing work in non-marine related areas has required more effort and the Town has decided to contract the maintenance of selected marine infrastructure.

The Town of Chebeague Island Coastal Waters Commission (CWC) is tasked by local ordinance to *'recommend the use and maintenance of marine facilities to the Board of Selectmen and review these recommendations from time to time as required;'*. The CWC has developed the Marine Infrastructure Maintenance Plan (MIMP) to aid in long-term planning for capital expenditures. The current DRAFT plan is available on CWC's website at:

<https://www.townofchebeagueisland.org/coastal-waters>

Scope of Work

- 1) Annually, in the fall, remove seasonal floats (3-4) from the tie-up float system at the Stone Wharf and transport them to the Public Services building. Floats must be removed no later than December 1.
- 2) Inspect all town-owned floats (16) and gangways (5) identified in the MIMP and any related infrastructure including ladders, gangway landings, float piles, chaffing gear, and any safety issues. Report in writing to the Town Administrator identifying replacement or major repair. (See recommended inspection items in the Plan).
- 3) Perform all approved construction or major repairs at agreed upon rates by March 1.
- 4) In the spring redeploy the tie-up floats and deploy any new or repaired floats or gangways no later than March 15.
- 5) Respond to requests from the Town Administrator for minor repairs or safety-related issues at agreed upon rates and response time.

B. Marine Infrastructure (including associated hardware) covered under the contract:
Floats and gangways listed in the maintenance plan sections:

- Stone Wharf Float Inventory North Side (11 floats, 3 gangways, 2 metal ladders)
- Stone Wharf Float Inventory South Side (1 float, access ladder)
- Chandler's Cove Wharf Floats Inventory (3 floats, 1 gangway)
- Cousins Island Dock (1 float, 1 gangway)

See the DRAFT MIMP for location, sizes and estimated (or actual) ages for individual items.

C. Reports and Communication.

- i. A report consisting of recommendations for repair or replacement items should be submitted to the TA by December 1, 2024. CWC will review and requests estimates on selected items.
- ii. The maintenance report and recommended repairs will be reviewed, and an itemized estimate of selected repairs or replacements costs will be requested of the vendor. A detailed cost estimate must be submitted by February 1, 2025. Proposed repairs will be prioritized, and recommendations provided to the Selectboard for funding of the capital reserves and capital expenditures for the next fiscal year.
- iii. All communications between the contractor and the Town should be through the Town Administrator.

Review / Separation

The Town of Chebeague Island reserves the right not to renew the contract for any reason.

III. MISCELLANEOUS

- A. The use of town facilities, equipment and manpower as they may be available may be considered in the proposal.

- B. The Town will reserve the right to address matters of safety or certain emergency repairs outside the contract if the contractor cannot address them in a timely manner.

IV. EVALUATION PROCESS

A. Firm Review Committee

Proposals submitted will be evaluated by the CWC, Harbormaster and the Town Administrator.

B. Review and Evaluation of Proposal

All proposals are reviewed according to the following criteria:

- Qualifications of the firm.

- Experience and expertise of proposed staff.

- Ability to meet deadlines.

- Cost of services applicable to the contract term:

- hourly rate,

- equipment usage rates (crane, etc)

- rapid response rate (if appropriate), and

- square foot cost for standard design float construction

Price will not be the sole determinant in the selection process. The Town of Chebeague Island wishes to select a contractor that can accomplish the required work within the required schedule.

The CWC, Harbormaster and Town Administrator will make a recommendation to the Chebeague Island Board of Selectmen, who will make the final decision. Following selection, the successful bidder will be notified and will enter into a contract with the Town. The contract will be based on the provisions of this RFP and will describe the terms and conditions under which the contracting firm will be appointed, assigned tasks and compensated.

V. RESPONSE FORMAT

In order to facilitate the evaluation and comparison of all proposals, please organize and label your response in the same order as presented in the Scope of Work above.

Address each of the five tasks in the Scope of work identifying how tasks would be accomplished, an approximate schedule and an estimated level of effort.

The proposal should also identify the name and position of the person who is authorized to bind the firm to a contract. The proposal should be submitted email with the subject "MARINE INFRASTRUCTUE MAINTENANCE PROPOSAL" Addressed to:

Town Administrator TownAdmin@townofchebeagueisland.org

Proposals will be publicly reviewed at the September 26th CWC meeting. It is the bidder's sole responsibility to ensure that the proposal is submitted to the Town on or before the time and date specified in the introduction section of this document.