

Big Rock Mountain, Mars Hill, Maine
Request for Proposals (RFP)
Engineering Consulting Services

Big Rock Mountain a 501©(3) nonprofit ski area located in Mars Hill, Maine issues this Request for Proposals (RFP) for engineering consulting services (Engineer) to provide the design and oversight of a Chairlift Installation and Snowmaking Infrastructure project.

Proposals shall be submitted by qualified firms that are capable with demonstratable backgrounds in the aspects of work described in the Scope of Services of this RFP. Firms submitting Proposals must be licensed to practice engineering in the State of Maine. It is the intent of this RFP to select one qualified firm with experience in the engineering disciplines listed in the scope of services.

Any questions regarding this RFP should be addressed to the Big Rock project team email, **edaproject@bigrockmaine.com**, with "RFP Question - Chairlift Install and Snowmaking Infrastructure Project" in the subject line. All questions received and their corresponding responses will be issued as an addendum to this RFP on [Big Rock's website](#). Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFP.

Proposals are due no later than **4 PM on Tuesday, December 20, 2022**. Submissions will be accepted by email in .pdf format to **edaproject@bigrockmaine.com**. Submission to contain two files. One file for the technical approach/qualifications/schedule and a separate file for the fee. Submissions received by email after this time will not be considered.

These submittals shall be entitled:

REQUEST FOR PROPOSALS - ENGINEERING CONSULTING SERVICES
Chairlift Installation and Snowmaking Infrastructure Project
Big Rock Mountain, Mars Hill, Maine
EDA Project Number 01-79-15241

Copies of the RFP and any issued addendum can be obtained from [Big Rock's website](#).

ORGANIZATION OVERVIEW

Big Rock is a 501(c)(3) nonprofit ski area registered in the state of Maine with a location in Mars Hill, ME standing 1748 feet tall, with 27 trails, 2 chairlifts, 2 surface lifts, and snowmaking on 60% of the terrain. The organization is made up of 8 board members. This project will be managed by a subcommittee made up of two board members and the General Manager. The day-to-day communication between the engineer and Big Rock will be through the Project Lead, Mike Chasse. The subcommittee will engage the entire board as necessary throughout the project.

PROJECT BACKGROUND/PURPOSE

Big Rock has been awarded a grant from the US Department of Commerce Economic Development Administration (EDA) to help fund \$2,538,800 of a total \$5,044,700 Chairlift Installation and Snowmaking Infrastructure Project. The overall project consists of replacement of the existing Mueller double chairlift with a fixed-grip chairlift, direct purchased by Big Rock, upgrade of the snowmaking system to increase the capacity to allow Big Rock to open the season consistently before Christmas Holiday/Break on 60% of the mountain and upgrade of the electrical distribution system to accommodate the new facilities.

The existing snowmaking system is deficient in reservoir capacity, pumping capacity and the number of snowmaking guns. Snowmaking improvements will involve an options analysis evaluating upgrading existing snowmaking reservoirs, building a new snowmaking reservoir, or augmenting existing reservoir capacity by installing a permanent pumphouse at a nearby stream that is connected to the existing reservoir system by an 8" pipeline. Upon completion of the options analysis and selection of best alternative, pumphouse improvements will include design of primary electrical service, switchgear, multi-pump system, additional snow producers, and the required infrastructure to support required performance specifications.

The chairlift equipment will be purchased separately from the EDA construction funds. All engineering related to the chairlift will be completed by the chairlift manufacturer, except for the primary power interconnect at the top and bottom terminals and site layout and grading. The awarded engineer will work with the chairlift manufacturer to establish the scope of work the General Contractor is to provide. The chairlift manufacturer will provide the engineer construction cut sheets and specifications to be incorporated into the project construction contract documents by the engineer.

The proposed project timeline is as follows:

Milestones:

Advertise for Consultant/Engineering Services
Q&A Period Closes

Expected Date:

November 19, 2022
December 2, 2022

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Accept Proposals from Engineering Firms/Consultant/Engineering Proposal Due Date	December 20, 2022
Select Consultant/Engineer	Late December 2022
Award Consultant/Engineering Contract	Early January 2023
Preliminary Design	January 2023 – March 2023
Final Design	April 2023 – August 2023
Date All Permits Obtained	August 2023
Advertisement for Bids	August 2023
Bid Opening	September 2023
Construction Contract Award	October 2023
Pre-Construction Conference	May 2024
Onsite Mobilization	May 2024
Chairlift Arrives on Site	May 2024
Substantial Completion	September 2024
Final Completing/Acceptance by Big Rock	October 2024

A. SCOPE OF SERVICES

The Scope of Services for the Chairlift Installation and Snowmaking Infrastructure Project includes, but is not limited to design services, permitting assistance, bid document preparation, construction oversight/administration, compliance with EDA requirements, project coordination and administration assistance, and other general engineering tasks as they arise. Special emphasis is to be placed on coordination and cooperation with the chairlift equipment manufacturer to allow for a “single project” approach for bid documents and construction.

The Scope of Services involve the following:

1. Attend Kick-Off meeting with Big Rock staff to discuss the overall project objectives and goals, refine the scope of services if necessary, and get the project started.
2. Data Collection of all relevant engineering, reports, record drawings and data. Pertinent information shall be utilized to avoid duplication of previous engineering work.
3. Confirm existing conditions.
4. Complete any required subsurface explorations such as borings and soil tests to determine amounts of rock excavation for foundation conditions.
5. Options analysis to provide a thorough vetting of snowmaking design alternatives and presentation of associated engineering analysis to Big Rock for discussion during the design

development process. This will include capital and operational cost impact analysis, future expansion potential, and impact to the snowmaking process.

6. Prepare 30% design plans and preliminary design report. Plans and report to be reviewed by Big Rock, Town, EDA, Chairlift Manufacturer, and ME Department of Environmental Protection (MEDEP)
7. Provide National Environmental Policy Act (NEPA) coordination services with various Federal, State, and local resource agencies.
8. Prepare 90% design plans and specifications. Plans and specifications to be reviewed by Big Rock, Town, EDA, Chairlift Manufacturer, and MEDEP.
9. Identify all necessary permits and obtain the necessary environmental permits. Big Rock will be responsible for the application fees for the environmental permits. Town of Mars Hill Construction Permits to be obtained by the general contractor.
10. Prepare final contract documents.
11. Integrate design documents and all EDA required conditions with project contract documents. Consultant will be responsible for identifying conflicts throughout the design development and working with Big Rock and the chairlift manufacturer for resolution and ensuring bid documents meet EDA requirements. Assist Big Rock with EDA approval of contract documents.
12. Provide bid phase and bid analysis services. Assist Big Rock throughout the bidding process. This includes advertising, conducting a Pre-Bid meeting, responding to bidder general and technical questions, attending the Bid Opening, administering the receipt of bids, comparing bids, checking the bids to ensure all requirements have been met, calling references, confirming math and tabulate the results, and making a written recommendation for award of the contract.
13. Provide construction administration and inspection services to ensure successful execution of the project. Prepare for and attend the preconstruction meeting and provide consultation and advice to Big Rock during construction and be available to meet with appropriate parties. Review shop drawings, surveys, samples, test results, inspection reports and certificates, schedules, record information and other data which the contractor is required to submit and take appropriate action based on the data and information provided. Determine the acceptability of substitute materials proposed by the contractor. Visit the site at intervals appropriate to the stage of construction to observe the progress and quality of the work completed by the contractor and to determine in general if the work is proceeding in accordance with the construction contract.
14. Assist Big Rock with EDA compliance and comply with EDA funding requirements during construction including, but not limited to documenting construction activities at the construction site in writing; record keeping, payment requisitions, certification of Davis Bacon compliance by the Contractor; document compliance with "Buy American"

provisions; and prepare monthly report of project completion status. Attend final review of the completed construction with Big Rock representatives and prepare report to address any deficiencies, corrective actions required; prepare and distribute record (i.e. "as-built") drawings based on construction information.

15. Assist Big Rock with required EDA quarterly reports throughout the project. Assist Big Rock with required EDA final reporting.
16. Comply with Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts under Federal Awards throughout all phases of the project.

B. PROPOSAL REQUIREMENTS

1. A brief summary of the team's project understanding and proposed methods and approach.
2. A description of the proposed project team (including any subcontractors) qualifications and experience with projects of similar scope within the last five years. Only references for projects completed by team members should be included. Please provide contact information for references.
3. A schedule of the project phases including major project milestones
4. Proposals must be submitted to **edaproject@bigrockmaine.com** via email attachment.
5. A **separate cost proposal** that includes a detailed breakdown of the proposed costs according to the tasks outlined within the Scope of Work. The proposal should include:
 - i. Base pricing for engineering services through bidding (Scope items #1 - #12).
 - ii. The Proposal shall clearly identify any effort recommended for consideration that is above and beyond the proposed base scope. Any additional effort must be separated out as an additional work item from base pricing provided in Section B.5.i
 - iii. Construction phase engineering services should be priced as an additional option (Scope items #13 - #16)

Big Rock intends to enter into an Agreement with the selected firm for engineering services through bidding (Scope items #1 - #12). Construction phase engineering services may be negotiated pending mutual agreement via Amendment after bidding.

C. CONSULTANT SELECTION

The selection process will be a Price (33%) and Qualifications (67%) Based Selection. It is Big Rock's intent to select a consultant based on the merits of the firm's Qualification Statement and price. Qualification packages will be scored and ranked by a Selection Committee consisting of Big Rock Management and Board of Directors. The top firms may be interviewed. Firms will be evaluated on the following criteria:

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- Responsiveness to submission requirements (5 points).
- Qualifications of firm and project team members (25 points). Particular attention will be given to the experience and demonstrated ability of the project manager to proactively complete all project tasks, coordination with subconsultants and the project teams' past experience working together. Particular attention will be given to experience with the requirements and design of snowmaking systems for ski resorts.
- Previous related work, with particular preference given toward similar project types (25 points). Particular attention will be given to experience with EDA funded projects and experience with projects involving ski resorts, snowmaking systems, water pumping, and steel construction.
- Understanding of required project work and approach (25 points).
- Firm's Familiarity with Community's Needs (20 points)
- Price - Submitted in Separate Sealed Envelope (50 points)

The firm that is ranked the highest will be selected. The selected firm will need to provide evidence of an active registration with www.sam.gov and must not appear on an excluded parties list or be subject to debt offset. Additionally, the firm will also need to provide an executed copy of the included Certification Regarding Lobbying (Form CD-512) as required by Section 1352, Title 31, of the U.S. Code.

D. OTHER

This RFP does not commit Big Rock to pay any costs incurred by engineering firms in the preparation, submission, or presentation of a proposal package. By submitting to this RFP, the firm is authorizing Big Rock to request any relevant information or ask any questions in order to make an informed decision. The firm further agrees to release Big Rock from any liability in the review of the firm's Proposal Statement and references.

If the Selection Committee feels, at any time, that a firm's Qualification Statement contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status of the phase of the selection process.

E. AVAILABLE INFORMATION

- Big Rock Mountain Chairlift and Snowmaking Infrastructure Improvements Project Preliminary Engineering Report - October 18, 2022 UPDATE
- U.S. Department of Commerce Economic Development Administration. Standard Terms and Conditions for Construction Projects. March 22, 2021