



Request for Qualifications

New Operations Center Building Security for the Kennebec Water District

Request for Qualifications (RFQ) Due Date: October 15, 2021

SECTION I- GENERAL INFORMATION

A. Objective

Kennebec Water District (KWD) is soliciting Statements of Qualifications (SOQs) from contractors interested in providing services related to furnishing and installing building security equipment including card reader door access, security cameras, and general alarming. The contractor would also be responsible for providing feedback on design drawings regarding equipment location and data and power needs.

B. Question About and Clarifications of this Request for Qualifications

Questions must be addressed to Matt Zetterman, KWD's Technology Manager, at mzetterman@kennebecwater.org by October 8, 2021.

C. Selection Criteria

A selection committee comprised of staff from KWD will evaluate each SOQ on the criteria given below.

D. Statement of Qualifications Submission

All SOQs are due and must be e-mailed to the KWD on or before, October 15, 2021 at 2:00pm. SOQs submitted late or not in the appropriate format will not be considered or accepted.

Each respondent must submit:

- One digital copy of the SOQ attached to an email as one file in PDF format

SOQs submitted must be clearly marked in the subject line of the email: "New Operations Center Building Security for the Kennebec Water District".

SOQs must be sent to mzetterman@kennebecwater.org.

KWD will not be liable to any consultant for any unforeseen circumstances of delivery. Consultants are responsible for submission of their SOQs. Additional time will not be granted to a single consultant. However, additional time may be granted to all consultants at the discretion of KWD.

E. Disclosures

Under the Freedom of Access Act, KWD is obligated to permit review of its files, if requested by others. All information in a consultant's SOQs is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

F. Schedule

The following is the schedule for this REQUEST FOR QUALIFICATIONS process:

Activity/Event	Anticipated Date
Questions Due	October 8, 2021
Published addendum (if needed)	October 12, 2021
SOQ Due Date	October 15, 2021 by 2pm

The above schedule is for informational purposes only and is subject to change at KWD's discretion.

G. Reservation of Rights

1. KWD reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any SOQ if determined by KWD to be in its best interest.
2. KWD reserves the right to request additional information from any or all consultants.
3. KWD reserves the right to reject any SOQ that it determines to be unresponsive and deficient in any of the information requested within this RFQ.
4. Submission of a SOQ indicates acceptance by the firm of the conditions contained in this RFQ.

H. Kennebec Water District Statistics

Year of Incorporation: 1899
Number of Employees: 27
Annual Revenue: ~\$5 million
Annual Water Production: ~1 billion gallons
Maximum Daily Water Production: ~6MG
Average Daily Water Production: ~3MG
Number of Metered Service Connections: ~8700
Website: www.kennebecwater.org

SECTION II – REQUEST FOR QUALIFICATIONS

A. Background

KWD was incorporated in 1899 and serves the communities of Waterville, Winslow and Fairfield as corporate members. Vassalboro and Benton are also served by KWD but are not corporate members under the legislative charter. In 1905, KWD began using China Lake as its source of supply.

Currently KWD's administrative and operations staff are split up amongst two separate locations. Furthermore, the District has outgrown both the buildings and the lots the buildings sit on. For these reasons, the District has made the decision to build a new operations facility on Drummond Avenue in Waterville. The building is going to be a mix of office space, garage space, and storage, will be the main location for 23 employees, and will be approximately 20,000 square feet. There will be regular board of trustee meetings at this location and customers will be able to come to the facility to pay their bills and take care of other billing or service-related business.

KWD has retained SMRT for architectural and engineering services and JF Scott for construction management services. SMRT has recently completed the Design Development level construction documents. The current anticipated schedule for this project is attached.

B. Project Needs

The selected security contractor will work closely with KWD, SMRT, and JF Scott to specify, furnish, and install building security equipment including all equipment and labor needed to install the equipment, as well as provide feedback on design drawings regarding equipment location and data and power needs. The installation of data and power will not be the responsibility of the security contractor selected in this RFQ process.

C. Qualifications

KWD seeks to contract with a contractor that has demonstrated capabilities. Prospective contractors must have the necessary experience, organization, technical and professional qualification, skills, and facilities to perform the required work, and must have a demonstrated satisfactory record of performance. In their SOQ, contractors having such experience should list projects that demonstrate explicitly the contractor's ability to complete such a project.

KWD reserves the sole right to select the most qualified contractor based on best overall qualifications that is most advantageous to KWD. Firms that submit SOQs will be notified of the selection results. Final approval of any selected contractor is subject to the approval of the Board of Trustees. SOQs should be prepared simply and economically, providing a clear and concise description of the contractor's capabilities to satisfy the requirements of the request.

1. All SOQs must include the following information:

- a. A cover letter/statement of interest indicating the contractor's interest in the project and highlighting its qualifications to perform the project.
- b. A brief overview of the company.
- c. A proposed approach to the services including key activities, potential challenges, and areas of concern.
- d. Related experience with similar types of services/projects and specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and subconsultants. Identification of the project lead and that person's availability to start work on the project.
 - i. Provide the estimated hours of key staff and sub-consultants.
- e. Schedule of rates.
- f. Examples of relevant projects completed by the contractor, including:
 - i. Project Name and Location
 - ii. Summary of Scope/Services Provided
 - iii. Owner/Representative name and contact information
- g. At least three (3) references including entity name contact person and telephone number.

h. A statement verifying the contractor's ability to execute a contract upon award.

D. Evaluation Criteria and Selection

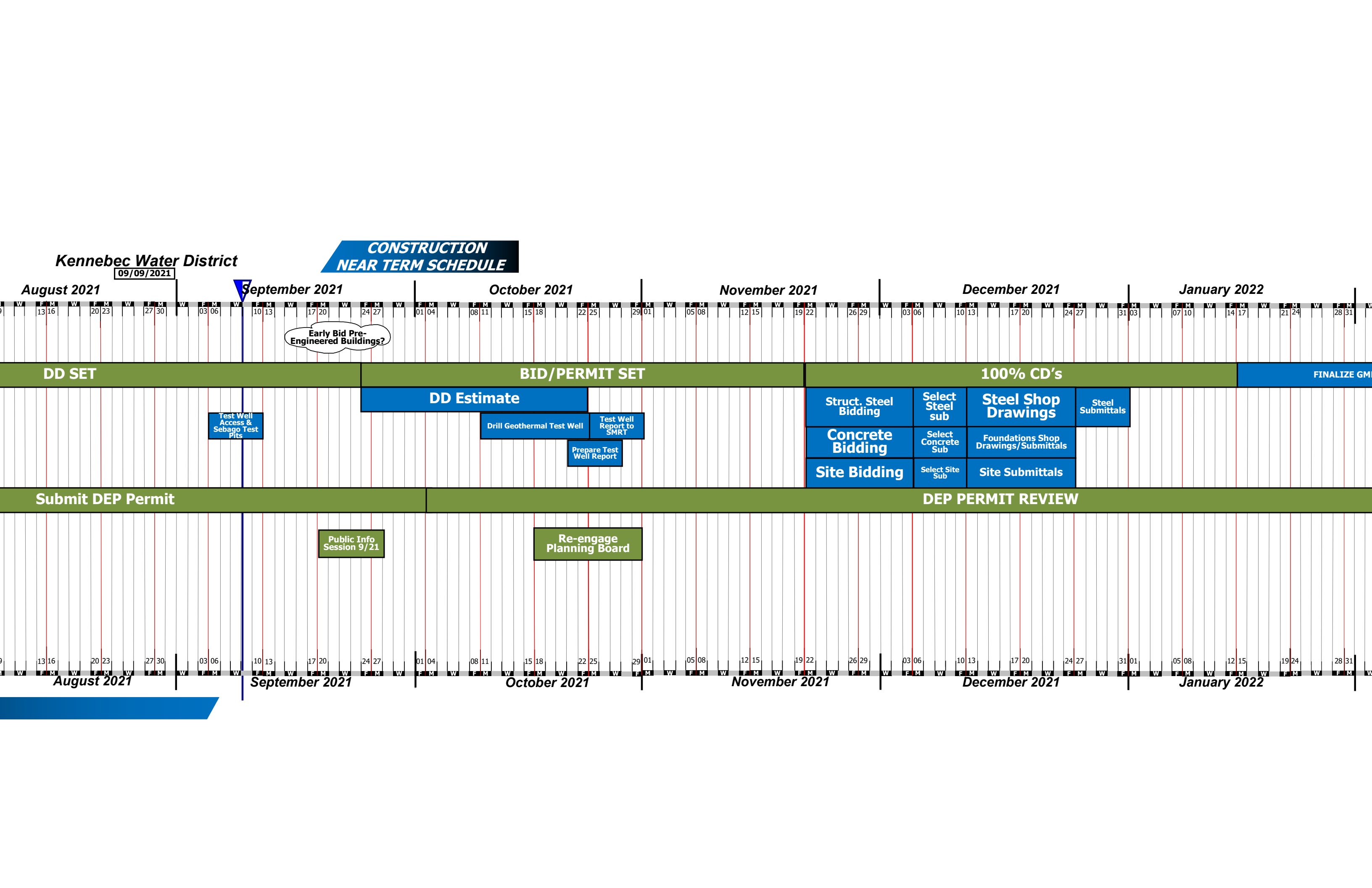
Evaluation criteria include:

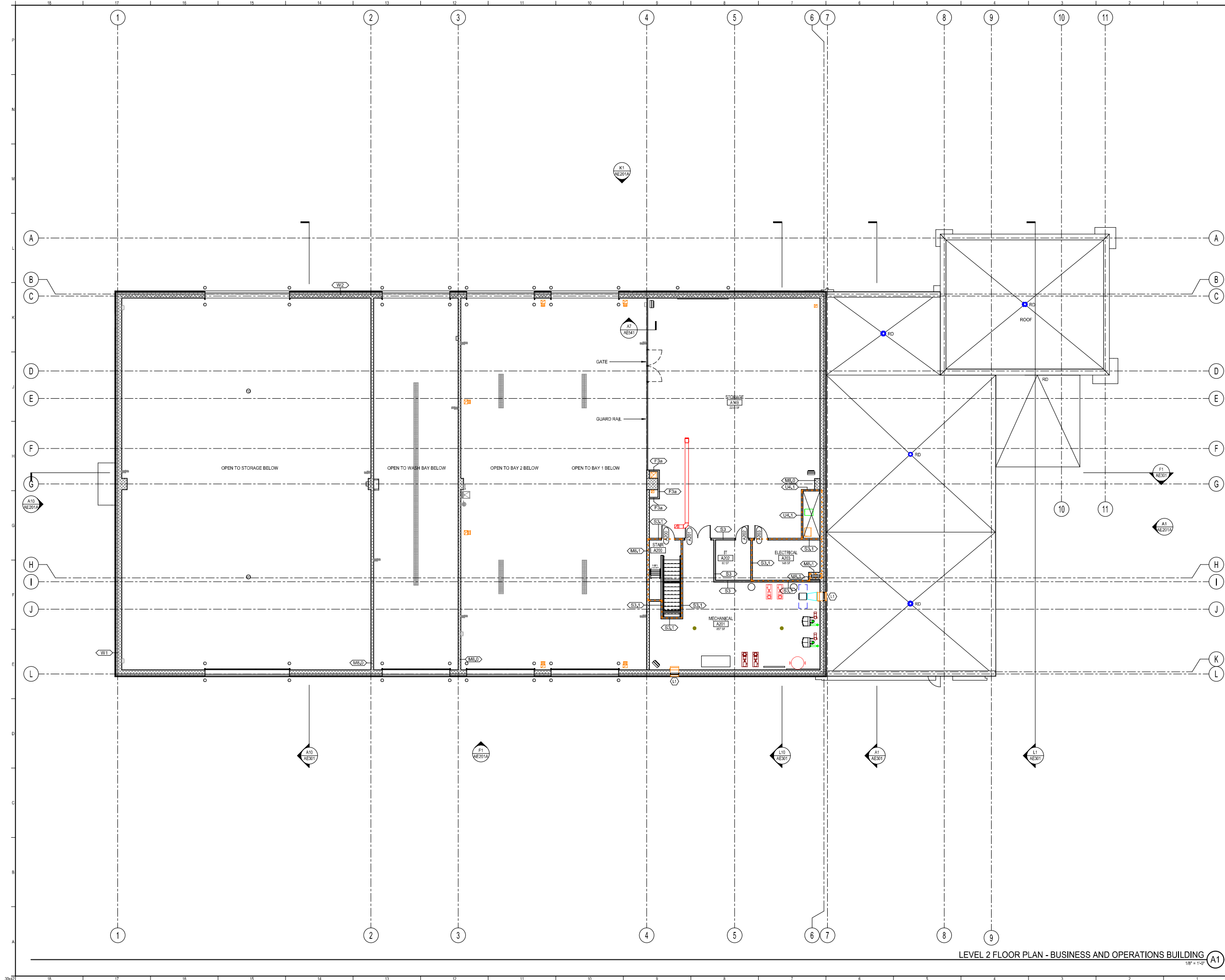
1. Qualifications of the contractor.
2. Relevant past project experience of the firm and key team members.
3. Approach to managing the associated work described.
4. Rate schedule.

The review team will evaluate each SOQ based on the evaluation criteria provided above. Interviews may be held at the discretion of KWD. KWD reserves the right to obtain clarification or additional information from any firm regarding its SOQ.

If KWD determines that one or more of the contractors have acceptable qualifications, KWD will work with the preferred contractor to develop an exact scope of work and fee.

If a scope of work and fee cannot be agreed upon, KWD will work with one or more of the other contractors soliciting SOQs, as needed, or solicit SOQs from additional firms.





PLAN NOTES:

- SEE G001 FOR GENERAL PROJECT NOTES, LEGENDS AND ABBREVIATIONS.
- SEE G003 FOR GENERAL MOUNTING HEIGHTS, TOP OF WALL DETAILS AND PARTITION TYPES.
- CONTRACTOR IS RESPONSIBLE FOR REVIEWING CODE COMPLIANCE PLANS AND NOTIFYING THE ARCHITECT OF CONFLICTS BETWEEN WHAT IS IN THE FIELD AND ON THE CODE DOCUMENTS.
- DIMENSIONS ARE FACE OF CONCRETE, FACE OF MASONRY AND CENTERLINE OF STUD, UNLESS NOTED OTHERWISE.
- DOOR JAMBS (HINGE SIDE) SHALL BE 6" FROM CORNER IN STUD PARTITIONS AND 8" FROM CORNER IN MASONRY PARTITIONS UNLESS NOTED OTHERWISE.
- REFER TO DETAILS FOR ADDITIONAL DIMENSIONING INFORMATION.
- ALL WALL TYPES ARE S3, UNLESS OTHERWISE NOTED.
- REFER TO ENLARGED PLANS FOR PARTITION TYPES AND DIMENSIONS IN AREAS WHICH ARE DETAILED AT A LARGER SCALE.
- FURNITURE AND OWNER PROVIDED EQUIPMENT ARE INDICATED BY DASHED LINE TYPE.
- CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION OF OWNER PROVIDED EQUIPMENT INCLUDING BUT NOT LIMITED TO DIMENSIONAL INFORMATION, AND MECHANICAL, ELECTRICAL AND PLUMBING REQUIREMENTS.
- CENTER FLOOR DRAINS IN SPACE UNLESS INDICATED OTHERWISE.

KEY PLAN
N.T.S. (F0)

A

C

B

REV	DESCRIPTION	DATE

DESIGN DEVELOPMENT
9/23/21

CURRENT ISSUE STATUS:

PROJECT NORTH:

SMRT SMRT Architects and Engineers
75 Washington Ave., Suite 3A
Portland, Maine 04101
1.877.700.7678
www.smrtinc.com

Architecture • Engineering • Planning

Kennebec Water District

Business and Operations Facility

DRUMMOND AVE WATERVILLE, ME

LEVEL 2 FLOOR PLAN - BUSINESS AND OPERATIONS BUILDING

SHEET TITLE:

SCALE: AS NOTED

PROJECT MANAGER: NAR PROJECT NO: 19031

A/E OF RECORD: NAR

JOB CAPTAIN: CAH

DRAWN BY: CAH/SAD

SMRT FILE: AE102A-19031 SHEET No. 19031

AE102A

NOT FOR CONSTRUCTION