

MUNICIPALITY OF CUMBERLAND, ME
REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES FOR RT 100

The Municipality of Cumberland (Municipality), in cooperation with The Maine Department of Transportation (MaineDOT) is soliciting proposals for professional services for a traffic safety and ancillary improvements, MaineDOT WIN (To be assigned) Proposers must provide: a.) a technical proposal; and b.) a price proposal in a separate, sealed package. *Price shall not be part of the technical proposal; otherwise, that proposal shall be rejected.*

The Municipality is undertaking this Planning Partnership Initiative (PPI) study with funding from the Maine Department of Transportation (MaineDOT). This project is subject to applicable federal and state laws, regulations, policies and procedures, including but not limited to those described in the MaineDOT Local Project Administration Manual: <http://www.maine.gov/mdot/lpa/manual/>

1. APPENDICES:

- ☐ Appendix A – Proposer’s Cost Proposal Form
- ☐ Appendix B – Town Materials For RFP Support

2. PROPOSALS ARE TO BE RECEIVED NO LATER THAN:

Date Due: **October 6, 2022**

Local Time: 5:00 PM

Any proposal, portion of a proposal, or unrequested proposal revision received at the Municipality after the time and date specified above **will not** be accepted.

3. COMMUNICATIONS:

Communications regarding the RFP must be submitted by email and directed to the RFP Coordinator listed below. The subject line must reference the project name, RFP title and Project WIN.

Name and Title: William R. Shane, P.E.

Office Phone: 207-829-4264

Email: wshane@cumberlandmaine.com

4. REQUEST FOR CLARIFICATION/RFP AMENDMENTS.

All requests for clarification and additional information must be submitted by email to the RFP Coordinator listed above by **5:00 PM, September 23, 2022**. Late requests will not be accepted.

When appropriate, responses will be placed on the Municipality’s website:

www.cumberlandmaine.com no later than close of business on **09/23/2022** and within 24 hours of any response.

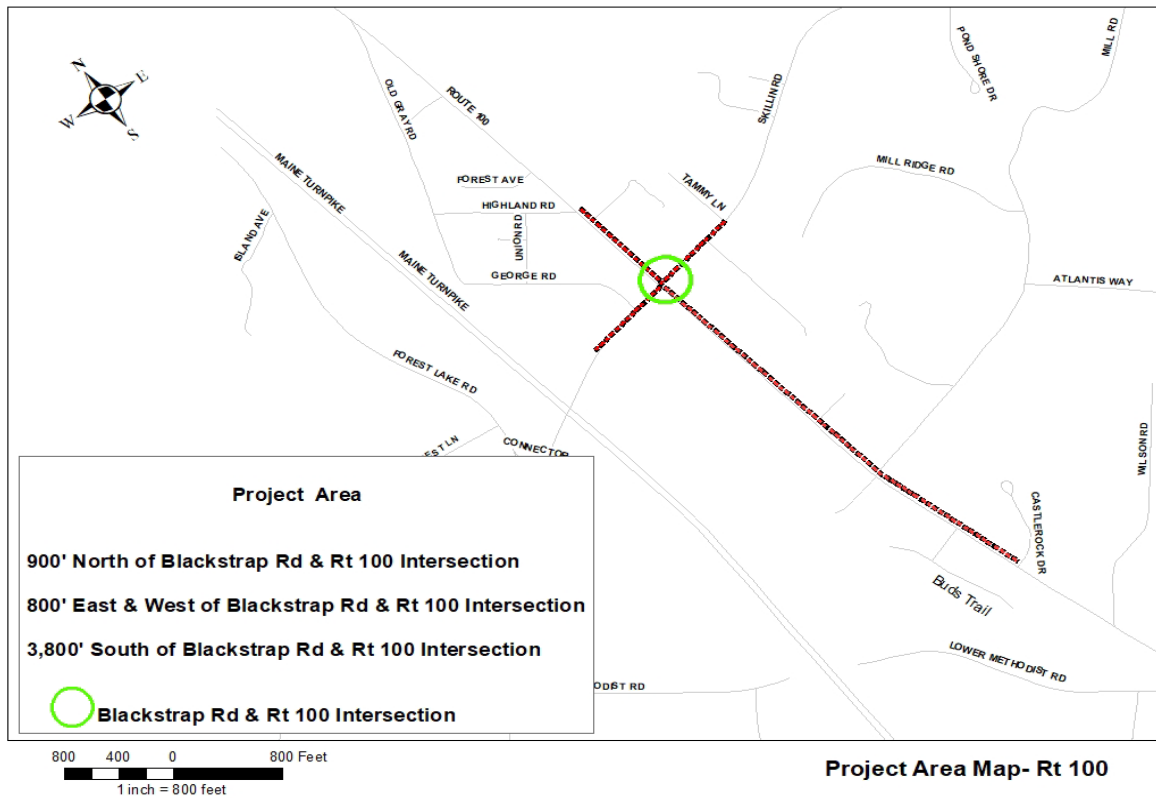
5. PROPOSAL SCOPE OF WORK and LOCATION MAP (see below)

The scope of work of the project is as follows:

The Town of Cumberland is seeking a **Feasibility Study** to begin a process that will develop a new Economic Development Corridor (EDC) along Rt. 100 in West Cumberland. At the heart of the EDC may be a newly constructed roundabout to accommodate today's 7,000 vehicles per day (it must be built to a 10,000 car per day capacity). Tractor trailer trucks, buses, and oversized vehicles will use this roundabout, therefore care must be taken when evaluating sizes for radius and clearance heights, so that long steel beams can navigate through and around the new roundabout. The **Feasibility Study** will list alternative designs for traffic safety such as signalization, stop signs, roundabouts or other measures, potential right-of-way issues, drainage improvements, and the construction of new sidewalks. It may also include a potential road re-alignment, a new roundabout and other elements related to the EDC. The Town desires to create affordable and workforce housing within the district. The vision is to create small business units with walk -up apartments, thus creating a village feel to the project. A complete street approach would be required for the project, which will encompass pedestrian, bicyclists, and potentially future transit lines. The Town would also like to include 12 EV charging stations, a small park features and encourage a business-friendly feel to the new EDC. The attached link will better depict the vision the Town. While the **Feasibility Study** is the first step in this process, the Town hopes the next step will create a long-term partnership for engineering and final design. The current 45 mph speed limit will need to be investigated and may require adjustment for the recommendations to create the desired village feel for the entire EDC.

While the engineering will focus on the infrastructure challenges the chosen consultant should have a strong understanding of curb cut placements, residential and commercial driving habits, parking needs, and those requirements for the economic development center to achieve its vision. The oversight of this first stage will be by Town staff, Town Council, and TIF committee. As the project progresses to the design and construction stages, stakeholder groups will be organized with Town Council input to lead the project through construction. There will be a small business group to help with recruitment of businesses, a newly appointed Housing Task Force to help with work force and affordable housing initiatives, and a group specifically appointed to design the internal pieces and themes of the roundabout. The marriage and understanding of infrastructure and economic development is a crucial characteristic during the final design process of this important project. The Town of Cumberland understands the time and effort required when requesting proposals. Thank you in advance for the time and effort spent in developing and submitting this proposal.

Additional Project Specific Information



West Cumberland Route 100 Feasibility Study Scope of Services

Introduction

The Town of Cumberland in collaboration with the Maine Department of Transportation (MaineDOT) is undertaking a Route 100 feasibility study centered in West Cumberland at the junction of Route 100 with Blackstrap and Skillin Roads. Route 100 is a Highway Corridor Priority 3 and Blackstrap and Skillin Roads are Highway Corridor Priority 4. The study's purpose is to improve safety at the major intersection in West Cumberland and create conditions that allow for mixed-use, village scale development in a location where commercial strip development currently dominates. It will identify transportation improvements to improve safety, complement future land use goals and better accommodate access for all transportation users. The study will not only consider highway safety and mobility but also emphasize improvements for active transportation and transit.

Study Area

Rt. 100, West Cumberland at its junction with Blackstrap and Skillin Roads and the approaches to this intersection.

Scope of Work

The feasibility study will identify deficiencies for all transportation modes utilizing Route 100 in the study area and recommend an improvement plan. There is strong community interest in determining the functionality of a roundabout at this location. This study will collect existing data and conduct an analysis of potential strategies to improve safety and accessibility as well as enhance village-scale development along the corridor. The effort will also evaluate zoning, land use plans and policies to

provide conceptual renderings of potential adjacent land use to Route 100 at this location. Study recommendations are expected to consider, but not be limited to, intersection improvements and/or traffic signal modifications, access management, traffic demand management, transit and active transportation. Roundabout analysis will adhere to MaineDOT's Practices and Procedures for a Roundabout. <https://www.maine.gov/mdot/edi/docs/RoundaboutGuidance62915.pdf>

Task 1 – Project Kick-Off Meeting

The consultant team will meet with the study team including representatives from the Town of Cumberland and MaineDOT under a collaborative planning process as follows:

- Identify and understand local issues
- Identify and understand relevant state and federal regulatory requirements
- Finalize scope of work
- Identify previous related study efforts and available data
- Identify traffic data that will need to be collected
- Identify baseline environmental data that will need to be collected
- Identify existing and future Active Transportation uses and concerns
- Identify existing transit on the corridor and discuss future opportunities
- Prepare preliminary study purpose and need

Task 2 – Review Available Data

The consultant team will review available information provided by the Town of Cumberland and MaineDOT. These will include, but not be limited to, the following:

- 2014 Town of Cumberland Comprehensive Plan Update
- Town of Cumberland Route 100 Design Guidebook
- Recent MaineDOT traffic counts, including, at least, counts at signalized intersections
- Available land use and economic development information that could affect transportation in the study area provided by the Town of Cumberland
- Other relevant reports, studies and policies
- Previously collected traffic data

Task 3 – Assessment of Current Conditions

The consultant will evaluate the existing and recent historic performance of traffic in the study area based on traditional forecasting and growth models. The assessment will include but not be limited to:

- Analysis of current traffic conditions of the study area. The analysis will include traffic patterns, capacity, speeds and crash experience
- Identification of bicycle and pedestrian deficiencies in the study area
- Identification of transportation vulnerable users and equity concerns
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered

Task 4 – Assessment of Future Scenarios

The consultant team will evaluate future traffic volume based on traditional growth forecasts and known development and land use changes underway. It will include:

- A 2045 forecast of traffic volumes in the study area, based on historical traffic data and available MaineDOT traffic forecasts.

- Analysis of alternatives under future existing conditions to prevent or minimize loss of service. The analysis will include predicted change in mobility and crash rates.
- Analysis of existing and recommended access management changes.
- Review of addition of a roundabout at this location and mobility implications compliant with MaineDOT Practices and Procedures for a Roundabout
- Review of possible traffic signal modifications and implementation of traffic demand management
- Analysis of impacts to bicycle and pedestrian facilities
- Review analyses with team members and discuss possible recommendations and additional alternatives to be considered

Task 5 – Develop Preliminary Recommendations

Based on the analysis of alternatives determined in Task 4, the consultant will develop recommendations based on effectiveness of meeting the study area’s transportation needs.

- Develop recommendations for all transportation modes based on effectiveness and viability from a regulatory perspective. Measurements for effectiveness will include mobility and safety, cost and practicality of implementation and ability to meet the purpose and need.
- The recommendations will include discussion of the potential and degree of effort associated with environmental analysis, secondary, cumulative impacts, etc., including anticipated future costs of remaining planning, design and construction phases.
- Develop cost estimates of recommendations (including construction and potential right-of-way costs).
- Develop a draft report containing the analysis of existing and future conditions, alternatives analysis (with particular attention to a roundabout alternative), recommendations and including a matrix summarizing the recommendations along with an appendix of traffic and crash data.

Develop basic conceptual renderings and cross-sections of recommended alternatives including renderings depicting adjacent mixed-use, village scale development.

Task 6 – Public and Agency Feedback

The effort will include at least three study team meetings including Task 1 with representatives from the Town of Cumberland and MaineDOT. One study team meeting will include a site visit and safety audit. The study is anticipated to include two public meetings which may be standalone study public meetings or portions of Town Council meetings.

Task 7- Draft and Final Report

The Tasks discussed above will be combined into a draft and final narrative report documenting the project. At a minimum, the report will include an executive summary, narrative of the study process, a description of the various alternatives considered, documentation of the evaluation criteria and illustrations of conceptual designs and cross-sections for the preferred alternative. The final report will incorporate all applicable technical memorandums.

The hyperlink for the photo simulations of Cumberland’s visions were prepared by Judy Colby-George of Spatial Alternatives in Yarmouth Maine. You are encouraged to review them prior to preparing your submission. They can be found here :

<https://storymaps.arcgis.com/stories/bd3d38d1909f48f284ff1101675c3d6b>

We have attached PDF files for your use. They include full survey files of the work limits, concept layouts for the roundabout, which we hope will allow you to adequately prepare an accurate price.

We do require MDOT experience and qualifications including a staff member with current MDOT Local Project Administration certification.

6. PROPOSAL RATING AND SELECTION PROCESS

- a. Technical proposals will be reviewed and scored using the responses to the criteria in the “Proposer Information” section below.
- b. This is a qualifications-based selection process, meaning that technical proposals alone will be used to select the successful Proposer. Upon selecting the successful Proposer, the Municipality will open that Proposer’s price proposal and begin negotiations. *Price proposals from all other Proposers will remain sealed during negotiations and returned unopened upon contract award.*

7. PROPOSER INFORMATION

- a. **Quality of Consultant Team** – (25 points) How strong is the project team; are key personnel on staff or if subcontracted, are relationships well established? How will information be presented or published during the process? Has the consultant adequately defined the human resources necessary to complete the project? Who will be performing the key elements of the project?
- b. **Project Understanding** (25 points) – How well does the consultant understand all aspects of this project? What elements of the process require extraordinary focus to achieve meaningful recommendations and meet the schedule?
- c. **Prior experience** (25 points) – Has the consultant presented a proven history of study similar to that set forth in the scope of work?
- d. **References** (15 points) – Proposers should include contact information for similar projects completed within the last five years. Similar projects performed by personnel proposed for this study will be evaluated more favorably. Respondents should focus on projects that have progressed beyond planning to implementation.
- e. **Schedule Quality** (10 points)- The Proposal should demonstrate that the team has the availability and necessary human resources to respond to and deliver this project. The proposal should lay out timelines for the various elements and identify responsibilities of all parties as they relate to schedule deadlines.
- f. **Contact Information:** Provide the name, address, phone number, and email address of Proposer.
- g. **Signature Page:** Signature pages must be included with the technical and price proposals stating that “I certify that all of the information in this technical/price proposal is true and accurate.”
- h. **Local Project Administration Certification:** Please provide copies of all MDOT LPA certifications of employees that will participate and or work on this project and may serve as the lead project engineer.

8. PACKAGING AND SUBMITTING YOUR TECHNICAL AND PRICE PROPOSALS

Organization and Format: Your technical proposal, which should be organized in the format and sequence indicated in these proposal instructions, must be submitted as outlined below.

- a. **RFP Title.** The Proposer's full business name and address as well as the RFP title must be written on your proposal package, with reference to Project WIN (to be assigned).
- b. **Hard Copy.** Technical proposals must be submitted as follows: Two (2) copies of the technical proposal must be submitted in hard copy format accompanied by One (1) electronic copies in .pdf format.
- c. **Price proposal:** The price proposal (**Appendix A**) must be provided in a separate, sealed envelope that will be opened only if the initial scoring of technical proposals results in a Proposer being ranked as best qualified. **NO MENTION OF PRICE WILL BE INCLUDED IN THE TECHNICAL PROPOSAL; OTHERWISE THAT PROPOSAL WILL BE REJECTED.**
- d. **Proposal Package Submittal:** Proposal packages must be mailed/delivered as follows:

Regular Mail Delivery	Hand Carried Delivery	Federal Express/UPS Delivery
Address to: William Shane, Town Manager 290 Tuttle Road Cumberland, ME 04021	Address to: William Shane, Town Manager 290 Tuttle Road Cumberland, ME 04021	Address to: William Shane, Town Manager 290 Tuttle Road Cumberland, ME 04021

9. TERMS & CONDITIONS / GENERAL INFORMATION

- a. The contract type used for this project will be a stand-alone project contract, and the method of payment will be adjustable burdened hourly rate.
- b. The initial contract term will be for One year, commencing upon execution of the contract documentation. The Municipality reserves the right to modify the initial contract term at its discretion, as well as to award additional phases of the Project.
- c. This RFP does not commit the Municipality to pay costs incurred in preparing and submitting your proposal.

10. PROPOSAL PRICING

Price proposal and supporting data must be submitted on the standard Cost Proposal Form (Appendix A), which is available on the MaineDOT's Local Project Administration website under the heading labeled *Consultants*: <http://www.maine.gov/mdot/lpa/lpadocuments/>.

The price proposal must include the following:

- Project WIN, location, firm name and address, contact name, and email address.
- **Employee Classifications and Direct Labor Rates:**

The Proposal must include each employee's classification and rate of pay. ***Note: A cap on direct labor of \$62.00 per hour for the project manager, and \$50.00 per hour for all other personnel, applies to this project.***

- **Overhead Rate:**

The price proposal will reflect the Consultant's latest Audited Overhead Rate approved by the MaineDOT's Office of Audit. *(Note: Use of a fixed commercial rate will be accepted for small firms without an Audited Overhead Report.)*

- **Fixed Fee/Profit:**

The proposed fixed fee/profit is based on factors such as degree of risk, relative difficulty of work, and the size of the job. It must fall within the range of 6 percent to 15 percent.

- **Direct Expenses:**

This will consist of project expenses such as mileage (45 cents per mile), tolls, printing, postage, and subconsultant costs that are not included in direct labor, overhead and profit. ***Note: Markup on direct costs is prohibited.***

- **Total Proposed Cost:**

This is the maximum amount proposed.

Section B: Proposal Pricing Attachments

- **Insurance Certificates:**

Insurance certificates for the coverages listed below must be included with the Consultant's Cost Proposal Form:

- Professional Liability;
- Commercial General Liability, listing the Municipality as additional insured;
- Automobile Liability;
- Worker's Compensation;
- Excess/Umbrella Liability (if applicable).

Consultants must provide current insurance certificates by email to wshane@cumberlandmaine.com

Section C: Subconsultant Proposal

If a subconsultant will work on the project, the prime consultant must submit the subconsultant's proposal as supporting documentation.

11. DEBARMENT CERTIFICATION

The signature pages required in Section 7, "Proposer Information," must have the following statement:

"By submitting to this RFP, I certify to the best of my knowledge and belief that the organization, its principals, and any subconsultants named in this proposal:

- a. Are not debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.

- b. Have not within three (3) years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.
 - ii. violating federal or state antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - iii. are not currently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.”

Failure to provide this certification may result in the disqualification of the proposal.

12. FREEDOM OF ACCESS ACT: CONFIDENTIALITY.

Under Maine’s Freedom of Access Act, 1 M.R.S.A. §401, et seq., “public records” are available for public inspection and copying once an award notification has been made.

Information submitted in response to this RFP will be considered “public records” available for inspection and copying once an award notification is made. If a Proposer contends that parts of its Proposal fall under an exception set forth in 1 M.R.S.A. §402(3), the Proposer may submit those parts of its Proposal in a separate envelope marked “Confidential,” with each page marked “Confidential.” Included in the envelope should be a non-confidential statement of the basis for the Proposer’s claim that those parts of its Proposal fall within one or more exceptions to the definition of “public records.” Designating parts of a Proposal “Confidential” does not by itself ensure that they will stay confidential.

If the Municipality receives a request to inspect or copy parts of a Proposal marked confidential, the Municipality will notify the Proposer. Within 14 days of receiving the Municipality’s notice, any Proposer claiming documents are confidential must send the Municipality a list identifying each document that it claims is confidential. The Municipality will notify the party requesting disclosure that the documents will be withheld. If the party seeking disclosure files a legal action to gain access to the confidential information, the Proposer must retain counsel and join the legal action to defend its position that the release of information should be denied. Proposer’s failure to join the action and defend its position will constitute a waiver of its claim that the information is confidential. The Municipality will comply with the order issued by the court reviewing the case.

Appendix B

Town Support Materials

Electronic Files can be found on Town's Website

www.cumberlandmaine.com