



Town of Falmouth, Maine
Request for Proposals
Engineering Services for Route 100 Infrastructure Plan

June 22, 2015

The Town of Falmouth is inviting qualified companies to submit proposals for engineering services for improvements outlined in the Route 100 Vision Plan. There will be a mandatory pre-proposal meeting on July 7, 2015 at 11:00 AM in Falmouth Town Hall, 271 Falmouth Road, Falmouth. **Proposals must be submitted no later than 2:00 PM on July 27, 2015.**

Background

On May 27, 2015, the Falmouth Town Council accepted the Route 100 Vision Plan that was prepared by the Route 100 Committee and authorized the Town Manager to seek proposals for Preliminary Engineering Services. The complete plan (incl. appendices) can be found here: <http://www.falmouthme.org/route-100-vision-committee>.

The Route 100 Plan includes improvements to streets, sidewalks, intersections, street lights, landscaping, sanitary sewer, and storm water management. The improvements are estimated to cost approximately \$10M. This plan was developed with assistance from the team of Wright-Pierce/TY Lin International and Town staff.

The improvements are expected to be funded in part by the Town of Falmouth through its West Falmouth Crossing Tax Increment Financing District. Falmouth voter approval will be required for the implementation of this project. Construction funding support will be requested from MaineDOT. MaineDOT has not yet provided any commitment of future construction funding for this project. MaineDOT states that MPO, Local and Municipal Partnership Initiative (MPI) funding, as appropriate, appear to be the most likely available sources of implementation funding.

Route 100 Vision Plan

The plan consists of the following elements:

Proposed Improvements			Included in RFP Scope?	
1	Roadway + Intersections	A	Comply with the 2009 MaineDOT construction plans for complete rebuilt from Leighton Road to Libby Bridge (plus modifications). The Route 100 roadway segment improvements proposed by MaineDOT between Leighton Road and the Mountain Road/Falmouth Road will generally consist of providing one lane in each direction, a paved shoulder in each direction, and a sidewalk on the west side. North of Mountain Road/Falmouth Road the sidewalk is eliminated.	Included
		B	Construct improvements to Mountain/Falmouth intersection as planned by MaineDOT. At the Mountain Road/Falmouth Road intersection, the MaineDOT improvements will consist of widening the Route 100 and Mountain Road approaches to consist of a dedicated left-turn lane and a shared through/right lane and include some alignment corrections. Implementation of these improvements is expected to provide sufficient long-term	Included

		intersection capacity. Additional capacity is not required.	
	C	Construct improvements to Leighton Road intersection as planned by MaineDOT and make additional improvements. The MaineDOT improvement at the Leighton Road intersection consists of providing a dedicated left-turn lane on Route 100 in the southbound direction. This added capacity will not accommodate long-term future growth and therefore additional capacity enhancements will be required. Given that both Leighton Road approaches have single lane approaches, widening both approaches is a possible outcome. The Leighton Road westbound approach would be widened to a dedicated left-turn lane and a shared through/right lane and the eastbound approach would consist of a shared left/through lane and a dedicated right-turn lane. These improvements may require ROW acquisition.	Included
	D	Miscellaneous traffic calming measures - design and locations TBD.	Included
	E	Sightline improvements - design and locations TBD.	Included
2	Bicycle Facilities		
	A	Install 5' wide bike lanes both sides on Route 100 from Leighton Road to wide shoulders just north of Libby's Bridge.	Included
	B	Install 5' wide paved shoulders/bike lanes both sides on Route 100 from Winslow Farm to Hurricane Road	Included
3	Sidewalks + Crosswalks		
	A	Install missing sidewalk links between Robert's Road and Leighton Road along east side of Route 100.	Included
	B	Install missing sidewalk links on Leighton Road between Route 100 and Brook Road.	Included
	C	Install missing sidewalk link on Falmouth Road to Winn Road intersection.	Included
	D	Install sidewalk on west side on Route 100 from Leighton Road to Mountain Road and sidewalk on east side from Mill Road to Falmouth Road.	Included
	E	Install crosswalks per 2009 DOT plans.	Included
4	Access Management	Consolidate and narrow curb cuts as per 2009 MaineDOT construction plans and make additional improvements (locations/design, including property interconnections, TBD).	Included
5	Public Sanitary Sewer		
	A	Install gravity sewer from existing point north of Leighton Road southerly towards Leighton Road area.	In separate contract. Coordinate with sewer consultant as needed
	B	Install gravity sewer from existing point north of Leighton Road, northerly to Credit Union (Route 100 high point).	In separate contract. Coordinate with sewer consultant as needed

	C	Install sewer from Credit Union to Mill Road. Requires a pump station. (Install dry line before road construction. Install pump station and connection based on need with possible private contributions per sewer ordinance.)	In separate contract. Coordinate with sewer consultant as needed
6 Lighting	A	Replace existing "cobra head" street light fixtures along Route 100 with LED fixtures.	Included
	B	Install pedestrian scale lights along new Route 100 sidewalk: Roberts Road to Leighton Road	Included
	C	Install pedestrian scale lights along new Route 100 sidewalk: Leighton Road to Mountain Road	Included
7 Storm Drainage	A	Replace culverts between Leighton Road and Hurricane Road. (Apply best practices for road-crossing structure replacement to promote aquatic ecosystem connectivity, where applicable.)	Included
	B	Remove and replace closed system from Falmouth/Mountain Road to Mill Road as per MaineDOT plan	Included
8 Storm Water Quality	A	Update zoning ordinance to include stormwater recommendations from 2013 Woodard & Curran stormwater management report	Not included
	B	Incorporate public-private partnerships for shared stormwater management.	Include where possible
9 Vegetation	A	Plant street trees where sidewalks are installed (Route 100 only).	Included
	B	Plant trees in additional select areas (locations TBD).	Included
	C	Invasive plant management program	In separate contract. Not included
10 Open Space Development		Create riverfront pocket park at Community Programs facilities location on Mill Street.	Included

Recommended Future Improvements			Included in RFP Scope?
1 Roadway + Intersections	A	Capacity enhancements at Portland North Business Park/Route 100 intersection to support any significant increase in future development on this road.	Not included
	B	Capacity enhancements at Turnpike Exit 53/Route 100 intersection (improvements TBD).	Not included
2 Bicycle Facilities	A	Reduce 10' wide shoulders to 5' from Libby Bridge to Winslow Farm	Not included
	B	Install 5' wide paved shoulders/bike lanes both sides Route 100 from Hurricane Road to Cumberland line	Not included
	C	Install 5' wide bike lanes on side roads - locations/scope TBD.	Not included
3 Sidewalks + Crosswalks	A	Install missing sidewalk link on Mountain Road to Brook Road. (may require ROW or easements)	Not included

4 Public Sanitary Sewer	A	(1) Install gravity sewer for the Portland North Business Park. Tie into West Falmouth Crossing at TD Bank area or private sewer near Dunkin Donuts. (Do this only if development pushes the need with private contributions per sewer ordinance.)	Not included
	B	(3) Install gravity sewer in Marston Street	In separate contract. Coordinate with sewer consultant as needed.
5 Electricity	A	Extend 3-phase power north of Portland North Truck Center to Mountain Road. (Do this only if there is sufficient demand.)	Not included

Improvements By Others			Included in RFP Scope?
1 Roadway		Scheduled MaineDOT Highway Preservation Paving Project (2015): Beginning 0.35 of a mile north of Mountain Road and extending northerly 1 mile.	Work completed
2 Public Water		Replace 1200 lf water main north of Mountain/Falmouth Road (starting at 177 Gray Rd) to Libby Bridge (Project by Portland Water District).	Coordinate with PWD as needed
3 Natural Gas		Install natural gas as part of roadway improvements (project by Summit Natural Gas)	Coordinate with SNG as needed
4 Communications		Advance discussions with broad band service provider for a high speed internet connection to TD Bank originating at Mountain Road Transmission Line allowing Route 100 to be served from Mountain Road to West Falmouth Crossing (project by broad band service provider).	Coordinate with provider as needed
5 Libby Bridge		Libby Bridge rail and curb improvements and any future improvements. Pavement surfacing covered in 1.A	Coordinate with MDOT as needed

Land Use/Zoning Recommendations to Guide Future Development

This section is not included in the RFP Scope

Note: The Town has a current contract with Wright-Pierce to complete a West Falmouth Sewer Master Plan. Preliminary engineering for sanitary sewer improvements on Route 100 will be completed as part of this contract. Consultants are expected to coordinate with Wright-Pierce as needed.

Consultants are strongly recommended to read the entire Route 100 plan in order to place the scope of work in context: <http://www.falmouthme.org/route-100-vision-committee>.

Base Scope of Work

Consultant proposals are expected to follow the Project Development Process (as appropriate) contained in the MaineDOT Highway Design Guide. Proposals must include, at a minimum, the following services:

Task 1 Supplementary Survey

Perform a supplementary survey of existing conditions, as needed, for preliminary engineering purposes beyond what is provided in available surveys from Maine DOT and other sources.

Task 2 Preliminary Design Plans

Based on input received from the Town, develop preliminary design plans and provide updated accurate, all-inclusive cost estimates for the proposed improvements. The Consultant shall make any needed revisions and provide all data at a level of detail which can be used to support a Falmouth referendum question for authorization to expend a not-to-exceed, all inclusive amount of required funds. The consultant shall conduct field visits as necessary and identify where ROW impacts are anticipated.

Note on required meetings during tasks 1-2:

The consultant is expected to attend any and all required meetings with Town staff, the Community Development Committee (CDC), Route 100 Committee, affected property owners, the public, MaineDOT, and Town Council as necessary to review and discuss project design issues and complete the project in a satisfactory manner. While it is unknown how many meetings this project may require, it is the Town's intent to keep these to a minimum. A total of 20 meetings can be expected, but it may be less or can be more. The consultant is expected to interact primarily with Town staff. The Route 100 Committee will provide advice on the Preliminary Engineering proposals and Preliminary plan layout on an as-needed basis. The consultant shall be responsible for preparing and submitting to staff a summary of action items of each of the meetings.

Consultants shall state in their proposals if (a) the proposal is inclusive of all required meetings, or (b) if it is subject to a "cap" on the number of meetings that are included, and what that cap is. The Town prefers option A and not be required to "track" the number of meetings attended by the consultant.

Potential Additional Scope of Work

The Town is interested to potentially engage the consultant selected for tasks 1-2 for tasks 3-5 as well. Therefore, the Town requests that in addition to the base scope of work described above, all proposals also include tasks 3-5 as described below.

Note: Tasks 3-5 are subject to Falmouth voter approval, which scheduled for June 2016. The Town reserves the right to decline and/or negotiate the services for tasks 3-5 upon voter approval of the referendum question, if such is in the best interest of the Town. In case Falmouth voters decline to approve the referendum question, no contract for tasks 3-5 will be issued. At this time, the Town intends to only contract for tasks 1-2.

Task 3 Final Design Plans and Specifications

Based on input received from the Town, develop final design plans and specifications for construction, and provide updated final cost estimates for the Route 100 improvements. The Consultant shall present final plans, specifications, and accurate opinion of cost for final review and approval by the Town and make any needed revisions. The consultant shall provide all data at a level of detail which can be used for solicitation of construction bids. The consultant shall conduct field visits as necessary. The Town intends to manage the construction as a Locally-Administered Project (LAP).

Task 4 Permitting and Coordination

Develop and prepare all necessary permit applications, and attend regulatory meetings as necessary. The Town will be responsible for any and all permit fees. The consultant will coordinate and prepare all requisite permit applications to support the improvements, including amendments to any previously-approved Traffic Movement permits and site plans. The consultant will coordinate with all utilities and any other applicable parties as needed.

Task 5 Bid Process

Issue invitation to bid documents. Perform public notice/bid advertisement. Conduct a mandatory pre-bid meeting. Review construction bids submitted and assist the Town with bid selection.

Note on required meetings during task 3-5:

The consultant is expected to attend any and all required meetings with Town staff, the Community Development Committee (CDC), Route 100 Committee, affected property owners, the public, MaineDOT, and Town Council as necessary to review and discuss project design issues and complete the project in a satisfactory manner. While it is unknown how many meetings this project may require, it is the Town's intent to keep these to a minimum. The consultant is expected to interact primarily with Town staff. The consultant shall be responsible for preparing and submitting to staff a summary of action items of each of the meetings.

Consultants shall state in their proposals for task 3-5 if (a) the proposal is inclusive of all required meetings, or (b) if it is subject to a "cap" on the number of meetings that are included, and what that cap is. The Town prefers option A and not be required to "track" the number of meetings attended by the consultant.

Note: Potential ROW impacts, including permanent takes, temporary rights, and drainage easements, will require clear Local-State Coordination as MaineDOT will likely need to complete any potential condemnation on the Town of Falmouth's behalf.

Requirements

1. The work shall be performed by a professional engineer licensed in the State of Maine.
2. These specifications are also posted on the Bid section of the Town of Falmouth website at <http://www.falmouthme.org/current-bids-rfps/pages/current-bids-rfps>.
3. Addenda to this RFP, if any, will be posted on this website under the project heading.
4. This project requires close coordination with the Maine Department of Transportation (MaineDOT).
5. The work shall meet MaineDOT's standards and procedures, including but not limited to applicable sections of the latest versions – and any revisions – of the MaineDOT's *Highway Design Guide*, *Standard Specifications*, and *Standard Details*.

Project Schedule

The selected consultant shall be expected to begin work within two weeks of contract signing and complete tasks 1-2 in their entirety by December 31, 2015. Upon voter approval, tasks 3-5 shall commence in July 2016.

The dates below indicate anticipated milestones and lead entities for the project:

June 22	Staff: Issue Preliminary Engineering RFP with Final Engineering Addendum
July 7, 11:00 AM	Staff: Mandatory pre-bid meeting
July 22, 5:00 PM	Staff: Deadline for all RFP questions
July 27, 2:00 PM	Staff: Proposal submission deadline
August 4	Staff: Consultant interviews, if required

August 5	Staff: Consultant recommendation
August 10	Council: Authorization of preliminary engineering funds + consultant selection
August 24	Consultant: Start preliminary engineering + survey
Sept-Dec	Staff: Review consultant progress reports
November	MaineDOT: Review draft Preliminary Design Report
December 31, 2015	Consultant: Finalize Preliminary Design Report
January 2016	Staff: Preparation of amendment of West Falmouth Crossing TIF District
February	Council: TIF Public Hearing
	Staff: Submission of TIF amendment to DECD
March	Staff: Draft referendum question
April	Council: Authorize referendum question
	DECD: Approval of TIF amendment
June	Falmouth Voters: Referendum decision
July	(If referendum is approved) Consultant: Start final plans and prepare bid specifications

Proposal Submittal Requirements

Proposals shall include the following and shall be organized using each of the above required elements as section headings:

- A. Firm Description - Provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, potential satellite office proposed to manage this project, and state if the firm is represented on MaineDOT's list of Prequalified Firms for Highway Design.
- B. Project Team - Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be listed. The project manager shall be clearly identified and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also provided. The individual(s) responsible for leading neighborhood meetings shall be clearly identified.
- C. Statement of project understanding - The consultant shall state in succinct terms his/her understanding of what is required by this Request for Proposal.
- D. Scope of Services/Approach - Describe in narrative form the consultant's approach and technical plan for accomplishing the work listed herein. The Consultant is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks, unless explicitly noted. The Consultant shall submit a schedule for completing the scope of work.
- E. Project budget - The consultant shall provide a total project cost stated as a firm, all-inclusive, fixed fee. Separate fees are required for tasks 1-2 ("Base Scope") and for tasks 3-5 ("Additional Scope"). Hourly rates for project staff shall also be provided.
- F. References - The consultant shall provide three (3) references, including current contact name and phone number for similar project.

Submission

Five (5) paper copies and one digital copy of the proposal must be submitted. No facsimile or e-mail submissions will be considered. Please submit the electronic copy as a disc or thumb drive in PDF format and enclose with your paper copies.

Evaluation Criteria

Proposals will be evaluated according to the following:

1. Responsiveness to the submission requirements (20 points).
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to pro-actively complete all project tasks (15 points).

3. Previous related work on Arterial Highways within the State of Maine (15 points).
4. Understanding of required project work (20 points).
5. Proposal price (30 points).

Project Budget

The Town has not set a budget amount for this effort. The Town recommends that consultants make an independent assessment of scope, time involved, and resulting cost required for this assignment. A budget appropriation with final budget amount for tasks 1-2 will be requested from the Town Council in conjunction with a review of the recommendation regarding consultant selection.

Consultant Selection

The Town, at its discretion, may select a firm outright for tasks 1-2 or select a finalist(s) for in-person interviews. **The anticipated date for any interviews is August 4, 2015.** Please reserve that date.

The Town reserves the right to negotiate directly with the firm selected for additional project work at the hourly rates shown in the proposal submitted in response to this RFP.

As stated above, the Town may engage the services of the consultant for tasks 1-2 for tasks 3-5 as well. The Town also reserves the right to decline and/or negotiate the proposed services for tasks 3-5 upon voter approval of the referendum question, if such is in the best interest of the Town. In case Falmouth voters decline to approve the referendum question, no contract for tasks 3-5 will be issued.

Required Pre-Proposal Meeting

All prospective bidders are required to attend a pre-proposal meeting to review the project requirements and be able to ask questions. **This meeting is scheduled for July 7, 2015 at 11:00 AM in the Council Chambers in Town Hall, 271 Falmouth Road, Falmouth.**

Deadline for Submissions

All responses to this Request for Proposals must be received by the Town of Falmouth no later than July 27, 2015, 2:00 PM. Proposals should be sent to: Nathan Poore, Town Manager, Town of Falmouth, 271 Falmouth Road, Falmouth, Maine 04105. Proposals shall be labeled "RFP – Route 100 Engineering."

Questions

All proposers will have an opportunity to ask questions at the mandatory pre-proposal meeting. Additional questions can be directed to Theo Holtwijk, Director of Long-Range Planning, at tholtwijk@falmouthme.org with the subject – "Route 100 RFP." **Deadline for all questions is July 22, 5:00 PM.** Only written questions regarding this Request for Proposals will be considered – e-mail format preferred. No phone calls please. Addenda to potential bidders will be provided as necessary.

Acceptance of Proposals

No proposals will be accepted from firms that do not attend the mandatory pre-proposal meeting. In case of team proposals, a minimum of one member per team shall attend the mandatory pre-proposal meeting.

The Town of Falmouth reserves the right to accept or reject any or all proposals for any reason, to negotiate with any individual or firm and to select one or more of the proposals.

Agreement

The Town's standard consultant agreement follows as an attachment.

ATTACHMENT: TOWN OF FALMOUTH STANDARD CONSULTANT AGREEMENT

I. PARTIES

This contract (hereinafter referred to as "Agreement") is made and entered into on this _____ day of _____, 20__, by and between the Inhabitants of the Town of Falmouth with a mailing address of 271 Falmouth Road, Falmouth, Maine 04105 (hereinafter referred to as "Town"); and _____, with a mailing address of _____ (hereinafter referred to as "Consultant"). In consideration of the mutual promises contained herein, Consultant agrees to perform the following services for the Town.

II. SCOPE OF WORK

In consideration of the compensation set forth herein, the Consultant shall perform the services as outlined in a Request For Proposal dated _____ and attached hereto as Exhibit A and the response attached hereto as Exhibit B.

III. COMMENCEMENT AND COMPLETION

The Consultant will commence work on or before _____, 20__ and will complete work on or before _____, 20__.

IV. PAYMENT TERMS

The Consultant shall submit an invoice on or about the first of each month reflecting services performed at the Consultant's normal professional billing rates, attached hereto as Exhibit C. The Consultant understands that the payment for completion of the services outlined in Section II shall not exceed _____ Dollars (\$____), and the Consultant agrees to perform the services on that basis. Invoices shall list separately all out of pocket expenses being billed.

V. TERMINATION

Either party may terminate this Agreement for cause after giving the other party written notice and a reasonable opportunity to cure. The Town may terminate without cause by giving the Consultant fourteen (14) days notice, and compensating the Consultant equitably to the termination date.

VI. DISPUTE RESOLUTION

Any controversy or claim arising out of or related to this Agreement, which cannot be resolved between the parties shall be submitted to the Maine Superior Court (Cumberland County). This agreement shall be governed by Maine law.

VII. QUALIFICATIONS

The Consultant represents it holds, and will continue to hold during the term hereof any and all qualifications, licenses and certifications required to perform its services in Maine. The contractor shall perform all services in accordance with professional standards.

VIII. SUBCONTRACTORS

The Consultant shall be fully responsible to the Town for the acts and omissions of any subcontractors and of persons either directly or indirectly employed by it, and shall hold subcontractors to the same terms and conditions as Consultant is held under this Agreement. No subcontractors shall be retained on this Agreement without the specific prior written approval of the Town.

IX. INSURANCE

The Consultant shall purchase and maintain Workers' Compensation Insurance, General Public Liability and Property Damage Insurance including vehicle coverage and professional liability insurance, all with limits and terms satisfactory to the Town. The Town shall be named as an additional insured on the liability policy.

X. INDEMNIFICATION

The Consultant will indemnify and hold harmless the Town, its officers, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the Agreement by the Consultant, its officials, employees, agents and subcontractors.

XI. ENTIRE AGREEMENT

This Agreement and its attachments represent and contain the entire agreement between the parties. Prior discussions or verbal representations by the parties that are not contained in this Agreement and its attachments are not a part of this Agreement. Where there is any conflict between the provisions of this Agreement and the provisions of any attachment, the provisions of this Agreement shall control.

Date: _____

By: _____

Title: _____

Date: _____

INHABITANTS OF THE
TOWN OF FALMOUTH, MAINE

By: _____

Nathan A. Poore, Town Manager