

ROUTE 1 NORTH INTERVIEW TEAM REPORT – OCTOBER 14, 2016

Prepared by:

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SUMMARY

On August 29, 2016 the Town issued a "Request for Proposals for Development of Concept Plan for the Route 1 North Area in Falmouth, Maine." Four proposals were received by the RFP deadline of September 29, 2016. The Interview Team interviewed two firms and recommends unanimously that VHB be hired for the Route 1 North assignment at a cost of \$35,940.

BACKGROUND

- The RFP was issued on August 29, 2016.
- Sixty-nine professionals representing thirty-nine firms were notified directly via e-mail of the RFP,
- The RFP was posted on the Town's website,
- The RFP was distributed to News subscribers,
- A legal advertisement was published in the Portland Press Herald on August 31, 2016.
- The RFP was announced on bid sites such as The Blue Book Network.
- On September 14 Town staff conducted a mandatory pre-bid meeting to answer questions with six interested firms.
- Four proposals were received by the RFP deadline of September 29, 2016.
- An Interview Team representing Route 1 North committee chair and vice chair, Council liaison, Town Manager and Director of Long-Range Planning reviewed all four proposals and conducted interviews with two firms (MRLD and VHB).

RECOMMENDATION

The following reasons led the Team to recommend the VHB/RKG proposal:

- VHB delivered a proposal that was responsive to the RFP.
- VHB had a focused presentation that responded succinctly to these three prepared questions:
 1. What do you see as the biggest challenge for this project, and how do you propose to help the committee to address that challenge?
 2. Please provide a copy of one report you have completed that you feel most closely covers what you expect to deliver for the Route 1 North project?
 3. How, when, and how often do you propose to seek input from the public?
- The review of the sample report for the City of Marlborough, MA by VHB was very effective.
- VHB's proposal was the only one which included a market analysis of the study. The Team thought that this would be a very useful component for developing a vision for the area.
- At the interview the firm brought some large display panels regarding the Route 1 North study area that gave the Team a good sense of the firm's graphic capabilities.

- While the Town does not have a lot of experience working with VHB, the Team was impressed with the capacities of the firm and especially the skills of the principal-in-charge for this assignment.
- VHB displayed flexibility in how and how often to interact with the public as part of this assignment, which the Team felt is an important aspect of this project.
- VHB's proposed cost was in line with the Team's expectations.

REVIEW OF OTHER PROPOSALS RECEIVED

- The MRLD/TY Lin/Wright-Pierce proposal, while less expensive (\$26,040) than VHB, displayed creative thinking regarding the assignment, but delivered a less focused presentation in its interview and approach to the project.
- Regarding the Stantec/TJD&A proposal (\$47,045), the Team liked its experience and qualifications, graphic presentation, hours projected for the work, and inclusion of a build out analysis.
- Regarding the Harriman/Sebago Technics proposal (\$59,600), the Team liked the firm's experience and qualifications, the proposed process, creativity, and emphasis on sense of place.
- In both cases, however, the overall cost of the proposed work, however, kept Stantec and Harriman from advancing to the interview stage.
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