



# Request for Proposals for Development of Concept Plan for the Route 1 North Area in Falmouth, Maine

Final Version for Distribution: August 29, 2016

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The Town of Falmouth is interested to retain the services of a consultant, or consultant team, to assist the Town with the development of a Concept Plan for the Route 1 North Area. The study area encompasses the Route 1 North area from the Maine Turnpike Spur to Cumberland Town line.

**All responses to this Request for Proposals must be received by the Town of Falmouth no later than Thursday, September 29, 2016, 11:00 A.M.**

## BACKGROUND

The 2013 Comprehensive Plan designates a major portion of the Route 1 corridor as one of two “Commercial Growth Areas” of the town (the other being Route 100). The intent of the Route 1 North area is for commercial and mixed use growth. The Comprehensive Plan also states that “well-planned residential development is envisioned to be integrated in these commercial areas.”

More specifically, the Route 1 North area is currently zoned as a Business Professional (BP) district. The zoning ordinance states that the BP district “establishes space for business and professional offices, with exceptions for certain other uses with appropriate site design. Uses locating in this district shall be located, sited, and landscaped in such a manner as to preserve open space, control vehicle access and traffic, maintain appropriate setbacks, buffers and natural screening, and to screen parking areas from Route One and other roadways.”

Development in this area is also subject to the Route One Design Guidelines.

The Route 1 North area is home to a variety of office uses and information technology firms, such as Tyler Technologies and TideSmart, but also contains a few retail businesses, such as the European Bakery, Street Cycles, Maine School of Ballet, Gnome Landscaping, and Araby Rug. The area has several parcels that are currently undeveloped.

Annual Average Daily Traffic (AADT) counts on Route 1 North were recorded by MaineDOT in 2013 and are as follows:

- North of Bucknam Road 11,030 vehicles
- North of southbound on-ramp to Turnpike Spur 9,980
- Near Johnson Road 7,310
- In Cumberland, south of Tuttle Road 6,710

The Right-of-Way (ROW) along Route 1 North is about 97-98 feet wide. Pavement width varies, but averages about 45 feet.

Norton Brook is located east of Route 1 North and is part of the Mill Creek Watershed, which drains into Casco Bay, and needs to be protected from development impact.

An improvement plan was developed and implemented for Route 1 South (the area south of the Turnpike Spur to Route 88). A plan for Route 100 was approved by Falmouth voters in June 2016 and is expected to be implemented in 2017-18. No master plan exists for the Route 1 North area. MaineDOT repaved Route 1 in summer 2016.

## **PROJECT OBJECTIVES**

The committee's charge is to develop a creative plan and vision for Town Council consideration that shapes the Route 1 North area into a well-planned area for the town. The Town is interested to have a plan that follows the direction set by the 2013 Comprehensive Plan and has a planning horizon of approximately 25 years.

The plan should:

- clearly articulate a future vision for this area,
- identify and prioritize infrastructure investments (incl. road, streetscape, utilities) in this area, and
- identify concept amendments to current land use and zoning regulations that will help attain the recommended vision (incl. permitted uses, development intensity, and design/performance standards).

## **SCOPE OF WORK FOR THE CONSULTANT**

The consultant is asked to:

- provide creative engineering and infrastructure support for the Route 1 North Committee and Town staff in developing a comprehensive vision for the Route 1 North area, and
- provide necessary support in the development of land use, zoning, and streetscape vision elements.

Consultant work includes:

- Evaluation, and incorporation where appropriate, of existing plans and documents,
- Traffic data collection and analysis,
- Inventorying and assessing the condition of all infrastructure elements in the project area,
- Coordination of work with *PACTS Route 1 Complete Street Project* currently underway<sup>1</sup>
- Development of concept improvement alternatives,
- Presentation of draft concepts through a public process that will lead to a preferred concept plan, and
- Attendance at all required meetings with the Route 1 North committee, public, and Town Council.

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<sup>1</sup> The RFP for the PACTS Route 1 Complete Street Project can be found at [http://www.falmouthme.org/sites/falmouthme/files/uploads/pacts\\_rfp\\_final\\_route1\\_north\\_complete\\_street\\_falm-cumber-yarm\\_t\\_07072016.pdf](http://www.falmouthme.org/sites/falmouthme/files/uploads/pacts_rfp_final_route1_north_complete_street_falm-cumber-yarm_t_07072016.pdf)

TY Lin was selected for the PACTS project. Its draft scope of work can be found at: [http://www.falmouthme.org/sites/falmouthme/files/uploads/tylin\\_proposal\\_-\\_excerpts.pdf](http://www.falmouthme.org/sites/falmouthme/files/uploads/tylin_proposal_-_excerpts.pdf)

## **REQUIRED DELIVERABLES**

The consultant is expected to produce the following work products in electronic format (Word, Excel, PDF, AutoCAD, and GIS-compatible):

1. Inventory and condition assessment of current infrastructure,
2. Traffic data collection and analysis,
3. Concept options and typical conceptual cross section(s),
4. Cost estimates, and
5. Recommendations.

## **PROJECT BUDGET**

The Town recommends that consultants make an assessment of scope, time involved, and resulting cost required for this assignment. A budget appropriation will be requested from the Town Council in conjunction with a review of the consultant selection recommendation.

## **REQUIRED PRE-BID MEETING**

All prospective bidders are required to attend a pre-bid meeting to review the project requirements and be able to ask questions. This meeting is scheduled for Wednesday, September 14, 2016 at 11:00 A.M. in the Council Chambers in Town Hall, 271 Falmouth Road.

## **ANTICIPATED SCHEDULE**

August 30	Release of RFP
September 14	Mandatory Pre-Bid Meeting
September 29	Deadline for Submission of Proposals
October 6	Shortlist of Consultants for Interviews
October 11-12	Consultant Interviews
October 13	Consultant Selection

## **BASE PLAN AVAILABILITY**

The Town maintains a GIS system at <http://gis.vgsi.com/falmouthme/>.

## **SUBMISSION REQUIREMENTS**

Three (3) paper copies plus one (1) electronic copy of all submitted materials are required for a complete submission. No facsimile or e-mail submissions will be considered. Please submit the electronic copy as a single file on a thumb drive in PDF format and enclose with your paper copies.

Complete submissions shall include the following:

1. Discussion of consultant philosophy and proposed approach to this project,
2. Identification of the key personnel of the design team and their qualifications,
3. Description of recent experience with similar projects and related references and contact information,
4. Proposed schedule of work organized by task (Note: The Committee is interested to work expeditiously through this process and hopes to deliver a concept plan to Town Council by spring 2017),
5. A summary of proposed person-hours by key staff, and
6. Proposed fees. The Town is requesting (a) not to exceed, all-inclusive lump sum fees, and (b) a schedule of hourly rates and reimbursable expenses. (The Town expects to enter into a contract based on time and materials and a not-to-exceed maximum fee.)

## **SELECTION CRITERIA**

The Town will make a selection based on the following criteria:

1. Professional qualifications necessary for satisfactory performance of the required services.
2. Past performance in performing services similar in type and scope to this project in terms of cost, quality of work, complexity, and client satisfaction.
3. Project understanding and proposed approach.
4. Capacity to complete the project in the required time.
5. Cost.

## **DEADLINE FOR SUBMISSION**

All responses to this Request for Proposals must be received by the Town of Falmouth no later than Thursday, September 29, 2016, 11:00 A.M. Proposals should be sent to: Nathan Poore, Town Manager, Town of Falmouth, 271 Falmouth Road, Falmouth, Maine 04105.

## **RIGHT TO REJECT PROPOSALS**

The Town of Falmouth reserves the right to reject any or all submissions received, for any reason, and to negotiate proposal terms in order to best serve the interest of the Town.

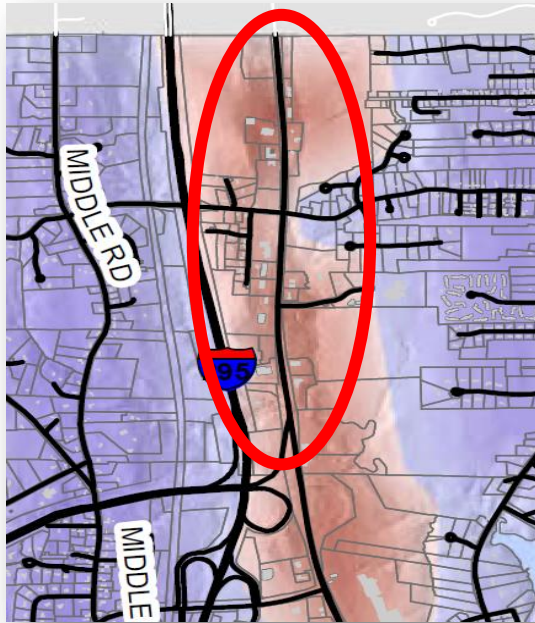
## **QUESTIONS**

Only written questions regarding this Request for Proposals will be considered – e-mail format preferred. No phone calls please. Questions should be directed to: Theo Holtwijk, Director of Long-Range Planning, Town of Falmouth, 271 Falmouth Road, Falmouth, Maine 04105, [tholtwijk@falmouthme.org](mailto:tholtwijk@falmouthme.org).

## **ATTACHMENTS**

- A. Excerpts from 2013 Comprehensive Plan
- B. Business Professional (BP) Zoning District
- C. Miscellaneous Maps of Route 1 North
- D. Town of Falmouth Standard Consultant Agreement

## ATTACHMENT A: EXCERPTS FROM 2013 COMPREHENSIVE PLAN



As noted above, the recently adopted Comprehensive Plan designates this section of Route 1 as a “Commercial Growth Area” (area in red). Surrounding that is a “Residential Growth Area” (area in blue). The vision statement in the plan, “Falmouth in the early 2020’s....a smart town, with great neighborhoods,” explains how the Town hopes these areas will evolve over the next ten or so years.

Below is an excerpt from the vision:

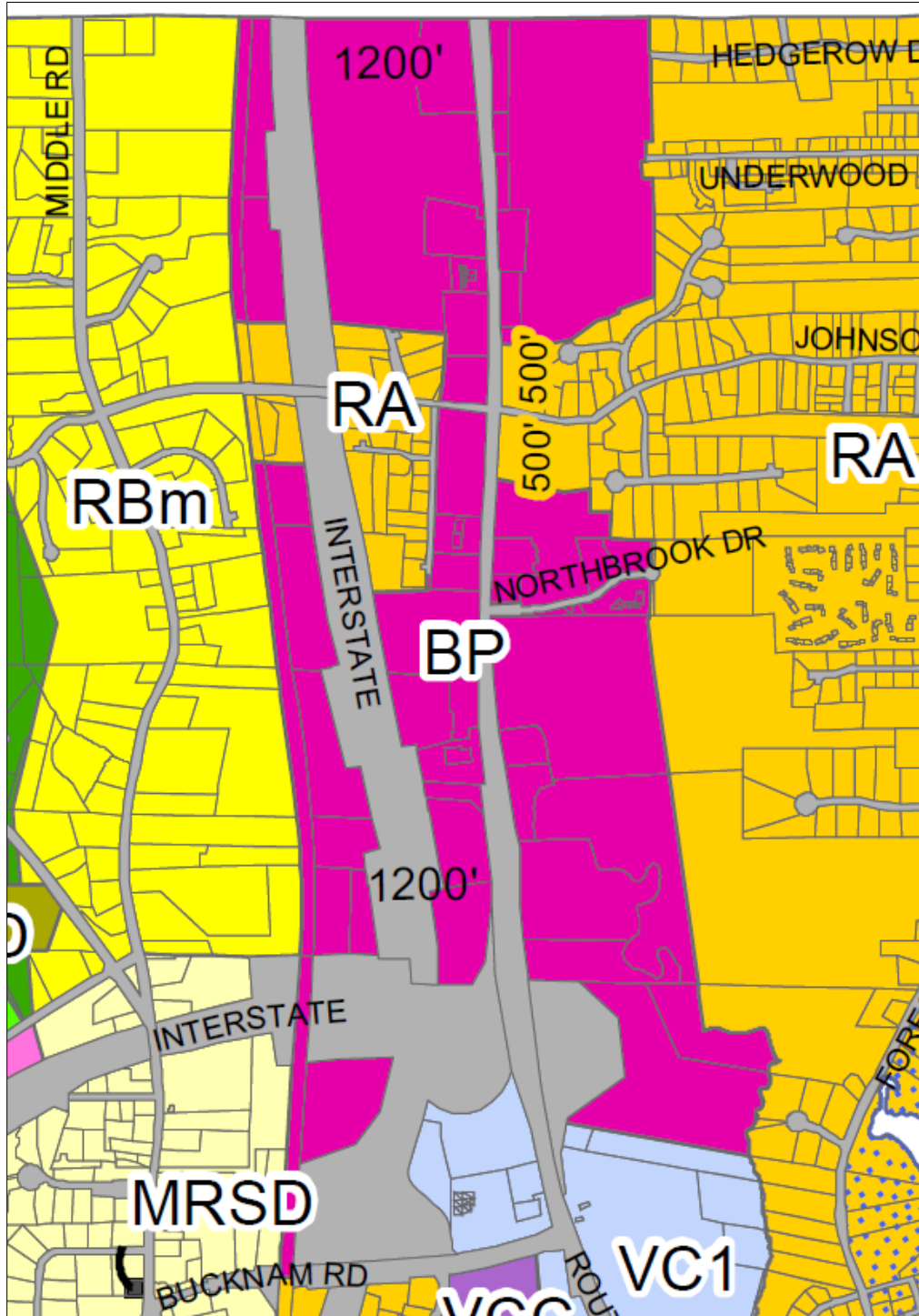
“Falmouth has kept a balanced tax base by funding further investments through effective economic development. We improved the overall business environment and attracted new employers, who have populated the two commercial hubs in Falmouth along portions of Route 1 and Route 100. They attract an even flow of jobs, both stable and seasonal, that also benefit local residents. This has created a new community of consumers during

weekdays and, for residents, a more dynamic area for shopping and entertainment on weekends. These commercial areas are welcoming — with green spaces for gathering and relaxing — enhancing our sense of community.

Trails connect these commercial hubs with other Town areas, in keeping with the Open Space vision: extensive Town open spaces form a green network that connects many areas of the Town and surrounding communities, enabling varied types of activity — promoting a healthy environment. This network connects through paths, trails, and bike paths that give residents access to parks, fields, and places of solace and natural beauty.

Residents enjoy a myriad of housing opportunities that can fit changing life circumstances; housing that affords easy maintenance — with cost and energy efficiencies. There are neighborhoods that offer convenient and walkable access to services and entertainment, and others that offer privacy and quiet in a rural environment. Our geographic location and public transportation provide residents easy connections to businesses, entertainment, and the arts in surrounding areas.”

ATTACHMENT B: BUSINESS PROFESSIONAL (BP) ZONING DISTRICT



**Sec. 19-12 "BP" - Business and Professional District**

To establish within the Town of Falmouth space for business and professional offices, with exceptions for certain other uses with appropriate site design. Uses locating in this District shall be located, sited and landscaped in such a manner as to preserve open space, control vehicle access and traffic, maintain appropriate setbacks, buffers and natural screening, and to screen parking areas from Route One and other roadways.

<p><b>Permitted Structures and Uses</b>          Business and professional offices          Retail Service          Tier I Personal Wireless Service Facilities [Adopted, 4/25/05]          Tier II Personal Wireless Service Facilities [Adopted, 4/25/05]          Essential Services** [Adopted, 7/28/2014]</p>	<p><b>Conditional Uses</b>          Light manufacturing operations          Laboratory facilities          Private clubs          Research facilities          Warehouses and wholesale distributors not exceeding 30,000 SF in gross floor area and not having more than two off-street loading berths.          Hotels and motels, but only on the westerly side of U.S. Route One in the area between Bucknam Road and Johnson Road.          Churches [Amended, 7/22/91]          Outdoor Eating Areas [Adopted, 5/28/96]          Day Care Centers [Adopted, 7/23/01]          Ballet Arts Facilities [Adopted 5/24/04]          Commercial Schools not exceeding 2,000 square feet of net leasable area. [Adopted 5/27/08]</p>
<p>**[Note: establishment of an essential service that includes vehicular access or structures requires site plan approval by the Planning Board.]</p>	

Minimum Lot Size		Maximum Impervious Surface	Minimum Setbacks (ft)		
Lot Area (sq ft)	Lot Width (ft)		Front	Side	Rear
40,000	200	50%	80	25	50

Min. setback between parking areas and roadways (ft)	Min. setback where residential district abuts (ft)	Max. height of structures (ft)	Min. distance between buildings at closest point
40	75	39	25

**Sec. 19-50 Free-Standing Signs - Other Requirements [Amended 1/24/11; 5/30/12; 5/13/13; 04/11/16]**

- b. BP Freestanding sign.
  - 1. BP freestanding signs as defined by this ordinance shall be governed by this section. Signs under this section shall be subject to the requirements in Section 19-44. All requirements in 19-46 shall apply for purposes of administering this section except for a., b., n., o. and p.
  - 2. Number of signs per lot. – There shall be no more than two signs located on any lot.
  - 3. Setbacks. (1) Setback to side and rear property lines - minimum of 15 feet. (2) Setback to front property line – zero feet.
  - 4. Off-premise allowance. Where access to a lot is provided by an off-site driveway, one sign may be placed off-site provided that the sign is wholly located within 80 feet of the intersection between each edge of the driveway and the front lot line of the lot on which the off-site driveway entrance is located.



5. Height. Signs shall be no greater than 12 feet. Height shall be measured as an average height from the original elevation to the top of the structure.
6. Size. The total sign display area shall not exceed 64 square feet.
7. Letter size. Letters or numbers shall be a minimum of five inches in height.

**Sec. 19-140 Entrances Location and Design**

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- b. Curb cuts within the BP and CO Districts: It is the policy of this Ordinance to reduce and consolidate, for safety purposes, the number of driveways and curb cuts on the portion of Route One located within the BP district and along the entire length of Route 100. Wherever possible, excess driveways and curb cut areas should be eliminated or consolidated in accordance with the driveway standards outlined in Section II-19-1-9 of this Ordinance. [Effective 1/25/88] [Amended 5/13/13]

**Sec. 19-151 Special Landscape and Buffer Requirements in the BP District**

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- a. Buffer area landscaping: All areas located within the minimum setbacks required in the BP District shall be used as buffer areas. Within these buffer areas, the following minimum plantings and buffers shall be required:

Buffer Area Location	Width	Structure	Buffer Area (per 100 Linear feet)			
			CT*	UT*	SH*	ET*
Side/rear yard screening	10'	-	2	3	5	-
Screening along all roadways, whether on or off premises, with respect to one-story buildings	40'	-	5	8	15	-
Screening along all roadways, whether on or off premises, with respect to buildings of two stories or more	40'	-	8	8	15	10
Screening of Route One for all one-story buildings	60'	-	10	15	30	10
Screening of Route One for all buildings of two stories or more	60'	-	15	15	30	20
Screening of all abutting residential district for all buildings of any height	75'	-	15	15	20	20
Screening of all parking areas which are visible from any roadways bounding or bordering the premises	-	Berm	-	-	-	-
Total screening, where required by board of Zoning Appeals or Planning Board	-	Fencing or Berm Wall	-	-	-	-

**\* CT: Canopy Trees UT: Understory Trees SH: Shrubs ET: Evergreen Trees**

**Sec. 19-156 Minimum Five Acre Site Plan in the BP District.**

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In addition to all other requirements of Div. II-19-1-9, the following minimum five acre site plan requirement shall also apply in the BP District.

- a. In the BP District, a site plan encompassing at least five acres of land must be approved by the Planning Board under this Section before any building shall be erected or externally enlarged and before any area for parking, loading, or vehicular service shall be established or substantially changed. If the entire area owned by a landowner in the BP District on the effective date of this subsection is less than five (5) acres, that area may be developed under an approved site plan encompassing less than five (5) acres provided that the entire area owned by that landowner is included in the site plan.



Within the site plans required under this subsection, no lots of less than forty thousand (40,000) square feet in size shall be approved and there shall be no more than one entrance and one exit for motor vehicles located on Route 1. All site plans submitted and approved under this subsection shall include a landscape plan prepared and signed by a registered landscape architect showing the location, type and size of all plantings.

- b. A site plan shall be prepared and submitted to the Planning Board as a comprehensive plan for the entire site. In cases where the applicant only plans to develop a portion of the planned site immediately, the site plan shall nonetheless include the boundaries, dimensions and area of each proposed lot, the location of proposed buildings, the location and layout of proposed driveways, the location and layout of proposed sewer and water utilities and proposed grades and drainage for the entire site. In such cases, the Planning Board may defer final approval as to building plans, landscaping plans, exterior lighting, location of parking areas, fences, signs and advertising features for the portions of the site not to be developed immediately.
- c. A site plan approved by the Planning Board shall set forth the requirements for access, roadways, parking, setbacks, buffer areas, plantings, and other requirements. In cases where the Planning Board has deferred final approval as to portions of the site not to be immediately developed, the site plan shall define the portions of the site which have not received final site plan approval. Within such portions of the site, no building shall be erected or externally enlarged and no unapproved areas for parking, loading or vehicular access shall be established until final site plan approval has been obtained.

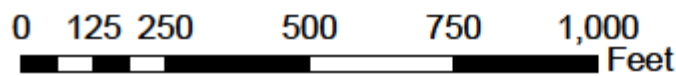
### Route 1 North Corridor



# Route 1 North Corridor



# Route 1 North Corridor



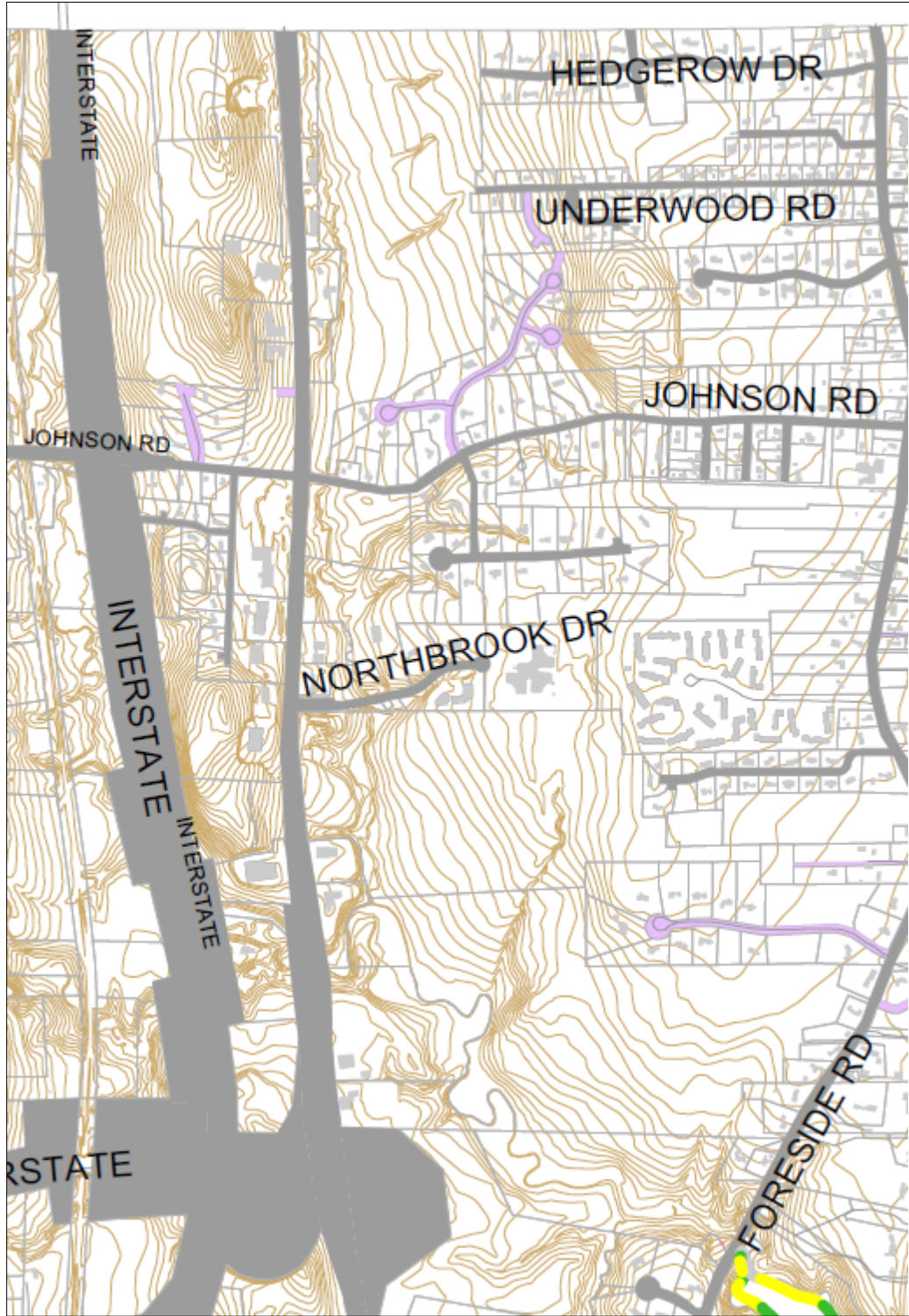
# Route 1 North Corridor





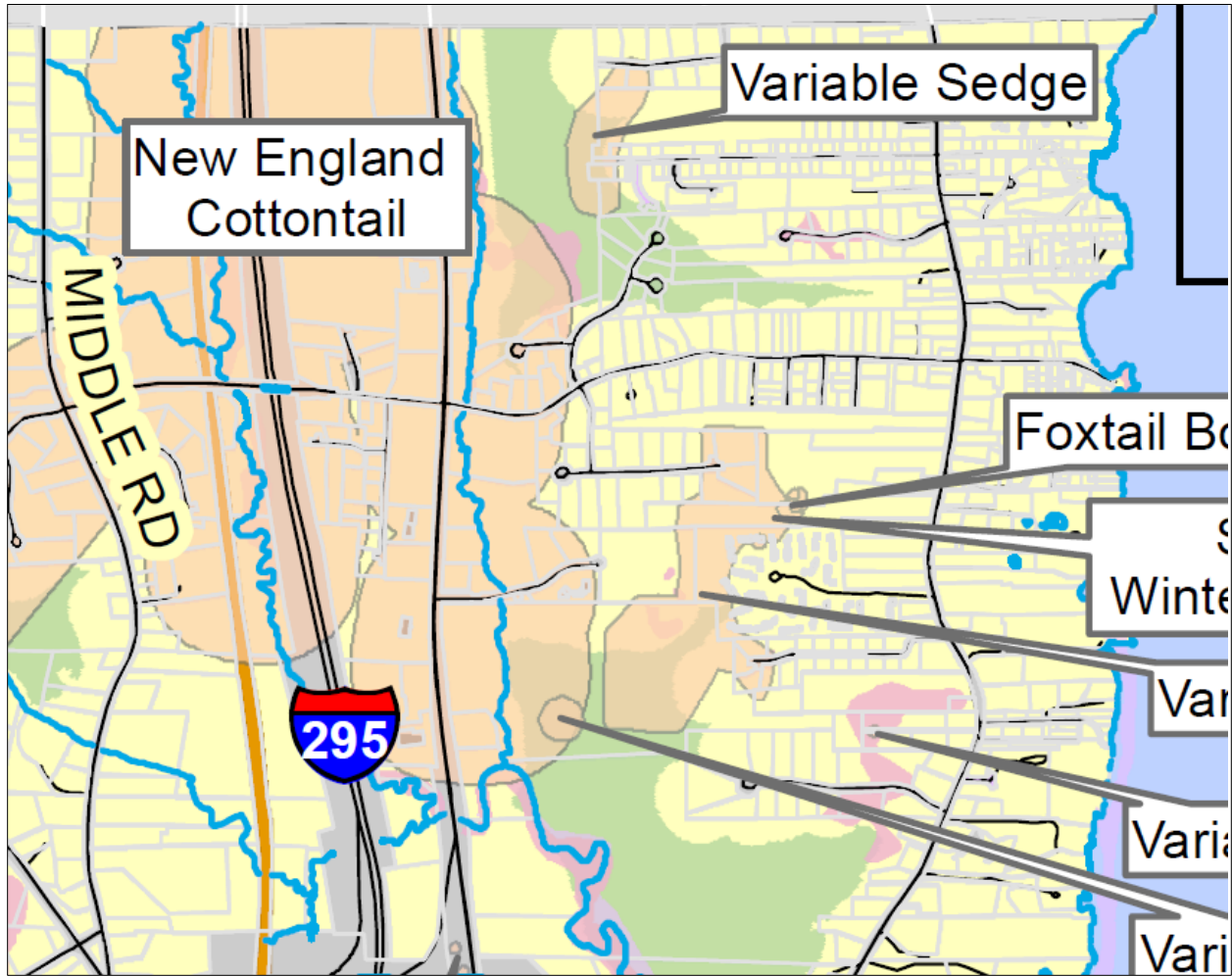


Excerpt from Coastal Bluff Hazards Map

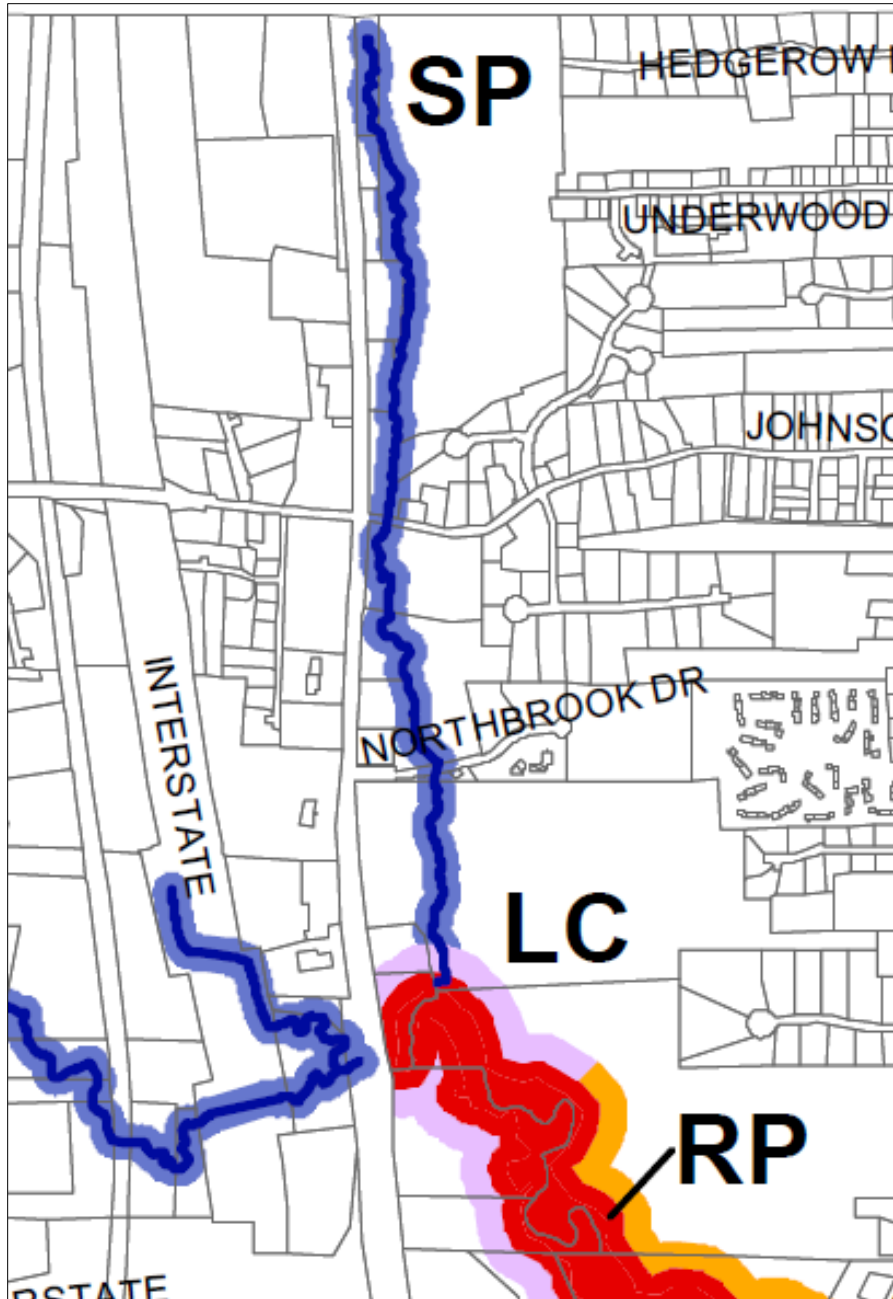




Excerpt from Natural Resources Map



- Water Features
- Rare & Endangered Species
- Wetlands
- High Value Habitat
- Undeveloped Habitat Blocks



### Shoreland Zoning Districts

- RP Resource Protection
- LC Limited Commercial District
- LR Limited Residential District
- SP Stream Protection District



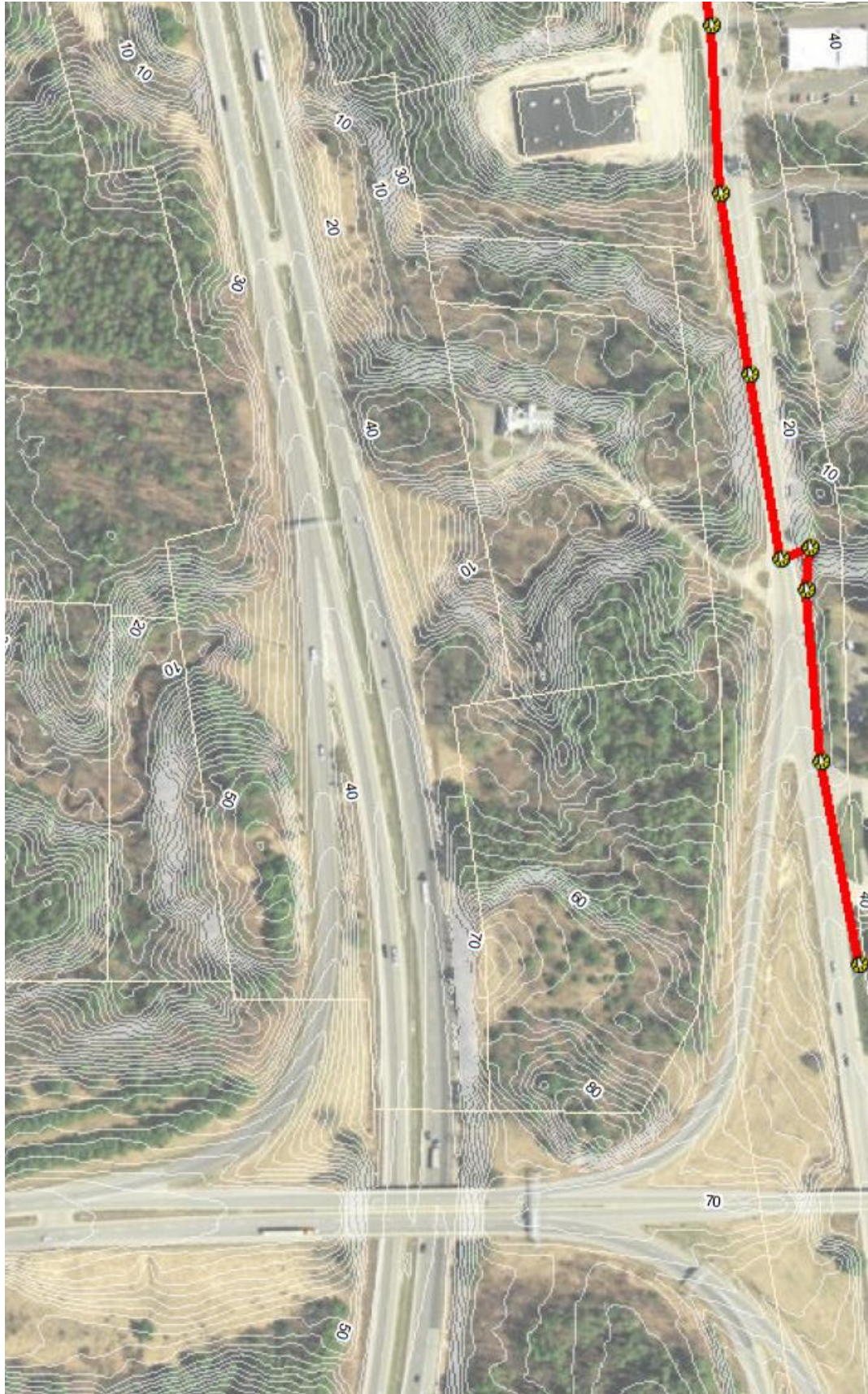
Wastewater/Sewer Maps

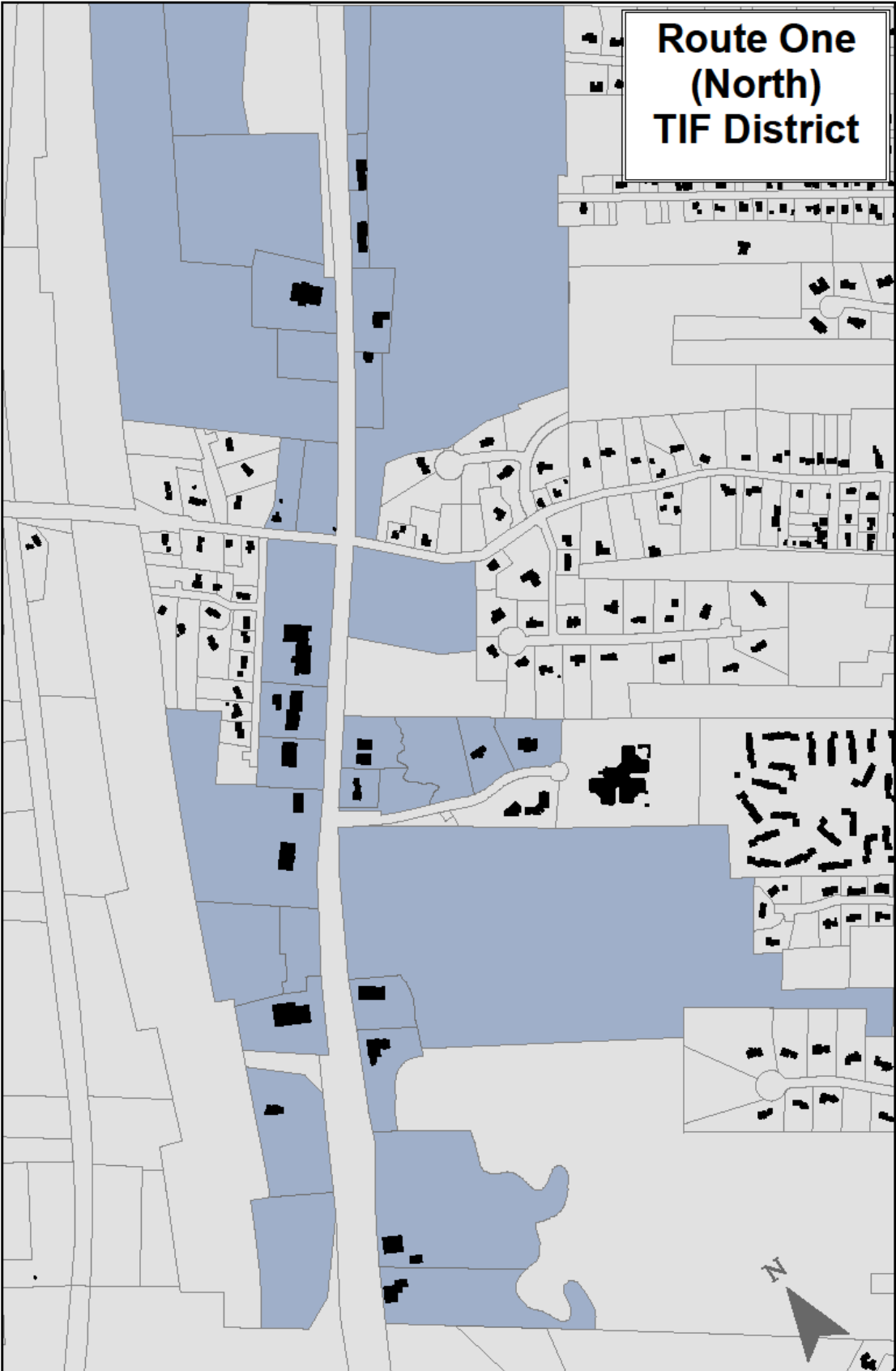






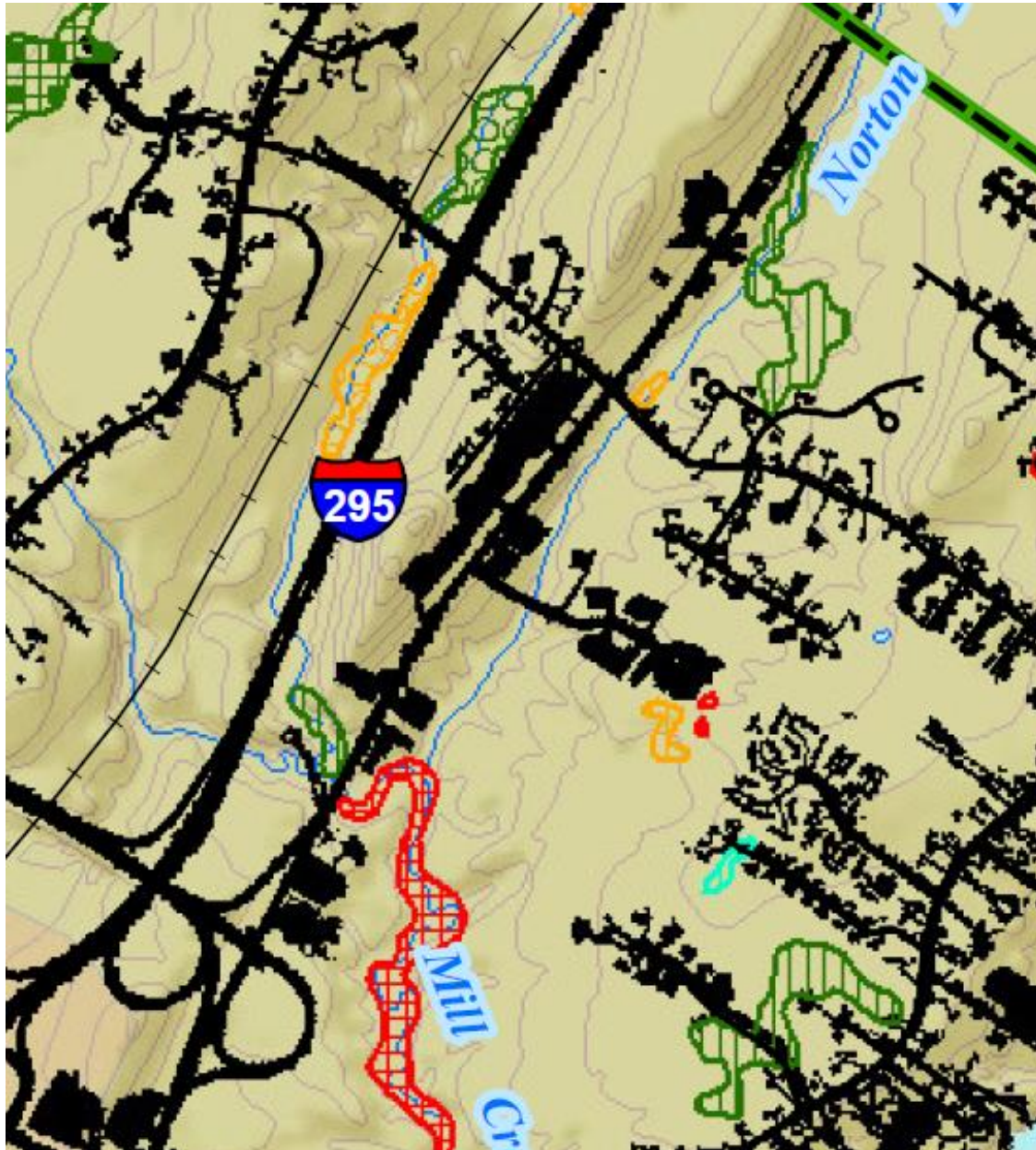













## BwH Map – Wetlands Characterization



### Wetland Class: Fill Color

-  Aquatic Bed (floating or submerged aquatic vegetation), Open Water
-  Emergent (herbaceous vegetation), Emergent/Forested Mix (woody vegetation >20 ft tall), Emergent/Shrub-Scrub Mix (woody vegetation <20 ft tall)
-  Forested, Forested/Shrub-scrub
-  Shrub-scrub
-  Other (rocky shore, streambed, unconsolidated shore, reef, rocky bottom)



**ATTACHMENT D: 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