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Town of Yarmouth, Maine : Request for Proposals for Engineering Design & Construction Services, Route One Pedestrian/Bicycle Pathway Phase 1, December 14, 2003

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**TOWN OF YARMOUTH, MAINE
REQUEST FOR PROPOSALS FOR**

**ENGINEERING DESIGN & CONSTRUCTION SERVICES
ROUTE ONE PEDESTRIAN/ BICYCLE PATHWAY PHASE I**

The Town of Yarmouth, Maine is requesting engineering services for survey, design and construction engineering services for new $\frac{3}{4}$ mile pedestrian and bicycle pathways along Route One from Forest Falls Drive to the East Main Street ramp. The work includes assisting the Town in locally administering this Town, Maine Department of Transportation (MDOT) and Federal funded project.

A pre-proposal meeting will be held at 9:00 am on Friday, February 13, 2004 and all consultants are invited. Attendance is not a pre-requisite to submitting a proposal.

Five (5) copies of Proposals must be clearly marked: "Engineering Services Proposal - Route One Pedestrian/Bicycle Pathway Phase I". Completed proposals must be delivered by 12:00 Noon on Friday, February 27, 2004 to:

Dan Jellis, P.E., Town Engineer
Town of Yarmouth
200 Main Street
Yarmouth, Maine 04096

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to the above office (e-mail is acceptable) and must be received by 4:00 p.m. local time on February 20, 2004 in order to assure that any response or changes can be properly disseminated to the all interested parties by 4:00 p.m. on February 24, 2004.

BACKGROUND

In November 2002, The Town of Yarmouth completed a Town/ MDOT funded facility plan for a 2+ mile Pedestrian / Bike Pathway along Route One from the northern end of an existing pathway (known as the Beth Condon Pathway) at Forest Falls Drive to the YMCA in Freeport. The Town Council approved the study and proposed path location in June 2002. State funding was appropriated for Phase I in the November 2003 Statewide bond issue. MDOT and Town funding has been authorized and an MDOT/ Town agreement is ready for execution. We are awaiting the release of the approved funds and expect to have funds authorized and an agreement executed with MDOT within approximately 60 days. This pathway project will extend from Forest Falls Drive to the East Main Street ramp as shown as Phase I in the November 2002 Study. The Town will administer the project locally in accordance with the MDOT's Local Administered Project (LAP) requirements. Project work may begin as soon as an Agreement between the Town and selected engineer is approved by the State.

MATERIALS AVAILABLE TO PROPOSERS FOR VIEWING AT THE TOWN OFFICE

The following materials are available at the Town Office for viewing:

- Aerial photos of the project site
- Beth Condon Memorial Pathway Feasibility Study, November 2002
- Draft MDOT/Town Agreement for this project

Copies of these materials as well as available electronic files will be provided to the selected Engineer.

SCOPE OF SERVICES

The Engineer shall provide engineering and administrative services necessary to assist the Town with the project from preliminary design through construction to project completion in accordance with MDOT process requirements of a Locally Administered Project (LAP). Engineer services will include, but not be limited to the following:

- 1) Survey/Right-of-Way delineation. [The entire project is within MDOT ROW]
- 2) Preliminary and Final Design: The Design shall be consistent with MDOT construction requirements and specifications and AASHTO.
- 3) Public Participation: The consultant shall conduct two public participation meetings. One to kick-off the project and to obtain public concerns and comments on how the project should proceed, and the second public meeting after completion of the preliminary design to obtain feedback about possible impacts and any required mitigation measures. The consultant shall provide hearing plans for such meetings.
- 4) Utility Coordination that meets the requirements of the Federal Funding.
- 5) Environmental Permitting and Documentation: The consultant will prepare and submit all necessary permits with the exception of NEPA and Maine Historic Preservation Committee sign off. All permits will be submitted to MDOT for a cursory review
- 6) Preparation and printing of Bid Documents
- 7) Construction Cost Estimate
- 8) Technical Specifications
- 9) Evaluation of bids received and recommendation for award of contract.
- 10) Construction Administration and Inspection Services, including shop drawing and submittal reviews and approvals.
- 11) Preparation and submittal of as-built drawings and electronic files
- 12) Attend a minimum of 2 project team coordination meetings. One to kick-off project and one during design.
- 13) Provide monthly progress reports.

OTHER ANTICIPATED PROJECT TASKS

- The selected engineer will work under the general direction of the Town Engineer with advice and guidance from the Town Public Works Director and the Town's Pedestrian and Bicycle Safety Committee (PBSC).
- The selected engineer will evaluate the pros and cons of alternative path routing along the ramp from East Main Street to Route One (A portion of Segment "D") for recommendation by the PBSC and for public presentation and approval by the Town Council before final design of this Segment.
- Segment "D" (as approved by the Council) and Segment "E" are expected to be bid as alternates for construction. Construction of these segments may depend on budget limitations or the outcome of an on-going traffic study of Route One from the East Main Street overpass to the North.
- Design shall be consistent with MDOT construction requirements and specifications and current AASHTO Guide for the Development of Bicycle Facilities.
- Submit 10 copies of the preliminary design plan to Town staff, MDOT, and PBSC. Meet (along with Town Staff) with PBSC to review and obtain comments prior to final design.
- The Engineer will obtain and certify the required project documentation to ensure the Engineer, Sub consultants, Construction Contractor and subcontractor meet the Federal and State administrative requirements of this MDOT Locally Administered Project. The Town will prepare and submit project partial payment requests to MDOT.

PROPOSAL SUBMISSION REQUIREMENTS

The proposals may be in any format that works best for RFP respondents, but shall include as a minimum, the following information:

- **Transmittal Letter:** A brief letter summarizing project team's qualifications, project understanding and project approach.
- **Company profile:** Firm size, qualifications and services.
- **Project Team:** Names of project manager and relevant team members that will be assigned to this project with their capabilities and experience with similar projects.
- **Project Approach:** Outline of scope of work and approach with estimated timeline. The consultant should provide a schedule of deliverables including milestones for submittal for review and approval of such items as obtaining approval for 50 percent and 90 percent completion of final design and dates for public participation.
- **Project Administration:** Experience with MDOT Local Administered Projects (LAP), Federal and State requirements and your approach to meeting those requirements.
- **Workload Capacity:** Firm's workload and capacity to perform the work on a reasonable schedule. The Town desires that the Consultant have sufficient resources to get this project out to bid so that construction work begins by summer 2004, paving completed by October 15 and that all work is substantially completed by end of the year.

- **References:** Names, addresses, and telephone numbers of representatives of current or recent clients familiar with the work your firm and project team (three suggested). Include a Contact Person and telephone number for each reference.
- **Sealed Cost Proposal:** Provide a sealed cost proposal in a separate envelope. Include as a minimum: 1) Expected method of payment with a Not-to-Exceed cost; 2) All direct and indirect costs for performing the work; 3) A person-hour breakdown by discipline with hourly costs; and 4) A cost breakout for attending extra meetings beyond those considered in your proposal scope of work
All costs shall be in accordance with the Maine Department of Transportation Policy on reimbursement of consultant salary and overhead caps. This policy applies to all direct and indirect costs. For details, see www/maine.gov/mdot/contractor-consultant-informatino/contractor-cons.php.
- **Additional Data:** Provide any additional data you consider essential to the submittal.

SELECTION PROCESS AND CRITERIA

The proposal review team will include Town Engineer and Public Works Director with final selection approved by PBSC. The following guidelines will be used when reviewing and ranking the Engineer submittals:

1. Project team qualifications and relevant experience with similar projects and LAP's	15 Pts
2. Company experience with similar projects	30 Pts
3. Approach to Project Scope	10 Pts
4. Reference's satisfaction with quality, timeliness and budget management	25 Pts
5. Availability and ability to meet deadlines	20 Pts
Total Possible Points	100 Pts

Engineers with top ranking proposals may be selected for an interview. The cost proposal from the selected consultant will be opened and a contract negotiated for the services if the Town Selection Committee finds everything satisfactory and within budget funding. If an acceptable contract cannot be negotiated with the finalist, the second ranking Engineer will be contacted.

After an agreement has been reached with the selected engineer, the cost proposals from all others will be returned unopened. A final selection is expected to be made no later than March 12, 2004.

Following final selection, the parties shall execute a contract based on this RFP, the MDOT/Town Agreement, MDOT requirements and selected Engineer's proposal. Project work under this proposal may not begin until the Town of Yarmouth and the successful Consultant execute a Contract and the Town receives notice from MDOT that the federal and state funds have been appropriated and are available.

GENERAL CONDITIONS AND REQUIREMENTS

MDOT General Contract Provisions: The Engineer shall ensure Engineer and Contractor compliance with the required contract provisions for federally-funded contracts contained in the current revision of State of Maine Department of Transportation's Consultant General Conditions and related Supplement to these Consultant General Conditions. The Consultant General Conditions may be found at http://www.state.me.us/mdot/contractor-consultant-information/contractor_cons.php.

Certified DBE (Disadvantaged Business Enterprise)

Certified DBE's are encouraged to apply as the prime Engineer for this work. Non-DBE Consultants shall ensure that DBE's, have the maximum opportunity to participate in the performance of the Contract. The Department has established a current annual aspiration effort for DBE utilization of 8%. Firms certified by another state's transportation agency must be certified by Maine DOT. More information may be found about Maine DOT's "Certified Disadvantaged and Women Business Enterprise" directory at:

<http://www.state.me.us/mdot/disadvantaged-business-enterprises/dbe-home.php>

The completed form must be submitted with the proposal.

Indemnification and Insurance:

The selected engineer shall agree to indemnify and hold the Town harmless from claims, demands, suits, causes of action and judgments arising from the Engineer's performance, including claims of professional malpractice or negligence.

The Town of Yarmouth reserves the right to reject any or all proposals; waive any defects, informalities and minor irregularities; to accept exceptions to these specifications; and make such award or act otherwise as it alone may deem in its best interest.

QUESTIONS

Any questions or comments concerning this RFP or the project shall be directed only to W. Daniel Jellis at 846-4971, or via e-mail to djellis@yarmouth.me.us.