



## *Town of Scarborough, Maine*

259 US ROUTE ONE, PO BOX 360  
SCARBOROUGH, MAINE • 04070-0360

### **REQUEST FOR PROPOSALS FOR SCARBOROUGH, EASTERN TRAIL MaineDOT Project No. 019386.00**

---

#### **I. PROJECT OVERVIEW.**

The Town of Scarborough is seeking proposals for engineering services for the design and permitting of a bicycle and pedestrian facility, and associated infrastructure, to be undertaken with Transportation Enhancement funding through the Maine Department of Transportation (MaineDOT). The bicycle and pedestrian facility to be designed is an approximately 0.8 mile segment of the “Eastern Trail” that currently extends from South Portland to Kittery, and is part of the larger East Coast Greenway system that stretches from Florida to Maine. This 0.8 mile (+/-) segment is the remaining gap in the trail within Scarborough that prevents a continuous trail alignment from Saco to South Portland. This section of trail will require crossing the Nonesuch River, the active Downeaster rail-line, Pleasant Hill Road, and areas exhibiting natural resources and industrial development. Attached is a map that illustrates the project area and the potential trail routes / alignments.

The project will consist of:

- Examining the feasibilities of the trail routes / alignments that are currently being considered and assisting and advising the Town and the Eastern Trail Management District in selecting a trail alignment to design and engineer;
- Perform preliminary design and engineering of the selected trail alignment, including any necessary river, stream, wetland, railroad, road, and/or utility crossings;
- Complete a preliminary design report for the project;
- Conduct public outreach and meetings;
- Develop final plans, specifications, and cost estimates for the project; and
- Prepare the Town and the Eastern Trail Management District for obtaining the necessary permits, right-of-way, and easements to execute the project

The project will be administered by the Town of Scarborough, on behalf of MaineDOT, under the Local Project Administration Program. In addition, the Eastern Trail Management District will play a key role in guiding and advising in this design process given their experience and success in the design and construction of the Eastern Trail in Scarborough and throughout the trail corridor in southern Maine.

As stated above, the Town is requesting engineering support to design and develop the project, including but not limited to a preliminary design report (PDR) by May 25<sup>th</sup>, 2012, and a plans, specifications and estimate (PS&E) package by October 19<sup>th</sup>, 2012. Proposers must provide a

Technical Proposal and a separate, sealed Price Proposal as described below. No mention of price shall be included in the Technical Proposal; otherwise, that Proposal shall be rejected in its entirety.

**DATE OF RFP POSTING: December 2<sup>nd</sup>, 2011**

**PROPOSALS ARE TO BE RECEIVED NO LATER THAN:**

Date Due: December 16<sup>th</sup>, 2011

Local Time: 12 noon

## **COMMUNICATIONS IN REFERENCE TO THIS RFP**

Any communication in reference to this RFP shall be in writing by fax or email and directed to the attention of:

Name: Daniel Bacon

Title: Town Planner

Office: Planning and Code Enforcement Office, Scarborough Town Hall

Fax: 207.730.4046

E-Mail: [dbacon@ci.scarborough.me.us](mailto:dbacon@ci.scarborough.me.us)

## **II. CONSULTANT RESPONSIBILITIES**

The engineer will be required to perform many of the services listed below throughout the life of the project, as appropriate. The Town reserves the right to enter into separate agreement arrangements as the project progresses. In providing a cost proposal, the engineer should break the cost down into the pre-PDR/PDR phase, the PS&E phase, the permitting phase, and the future construction support phase. For this proposal, the Town is only looking for the costs associated with the PDR, permitting and PS&E phases.

### **Deliverables and Scope of Services:**

1. Develop a project-specific preliminary design report (PDR) that addresses the following, as applicable:
  - Scope of work, project background, past studies and their findings, and purpose and need;
  - A summary of the feasibility study of the various trail alignments considered and the reasons for the selected alignment;
  - Location map and summary of all known physical information about the trail alignment and known natural and infrastructure characteristics;
  - A summary of expected impacts and trail crossings – e.g., right-of-way, utilities, historical/archeological, environmental (such as wildlife habitat and wetlands), rail-lines – and identification of the required permitting;
  - A summary of recommendations for avoidance and minimization, if necessary;
  - Preliminary plans (30%) – including typical cross-sections; a trail alignment; preliminary bridge design spanning the Nonesuch River; preliminary design for the selected crossing of the rail lines; the alignments and approaches to wetland impacts and crossings; etc.
  - A preliminary estimate of construction cost.

2. Coordinate two (2) public meetings to obtain feedback on the project;
3. Coordinate with all utilities and transportation agencies, if applicable;
4. Attend project team coordination meetings;
5. Provide monthly progress reports to the Town of Scarborough project manager(s);
6. Prepare the submission materials for all necessary permits for the project, such as Maine DEP permits for wetland impacts, Maine IF&W permits for wildlife habitat impacts, and requisite rail line crossings;
7. Coordinate the National Environmental Policy Act (NEPA) process with the MaineDOT, and complete and submit to MaineDOT the environmental paperwork required in the MaineDOT *Local Project Administration Certification Course Manual*, including “Letter 11” and the Categorical Exclusion checklist;
8. Develop a Final Plans, Specifications and Estimate (PS&E) package in accordance with MaineDOT’s standards and procedures, including but not limited to applicable sections of the latest versions of the MaineDOT’s *Highway Design Guide*, *Standard Specifications*, and *Standard Details*, as well as the *AASHTO Guide to the Development of Bicycle Facilities*.
9. Have the ability to provide engineering support during bidding and construction.

### III. PROPOSER INFORMATION

Proposers shall provide the following information as part of their Technical Proposals:

1. **Firm’s Qualifications:** Please identify the **key staff** your company will assign to fulfill the contract requirements (Project Managers, contact people, or assigned technicians). Provide résumés describing the educational and work experiences for those **key staff** members.
2. **Firm’s Experience:** Please describe the Proposer’s experience and capabilities providing similar services to those required. Identify projects, clients, dates and results. The Proposer should highlight experience with the Maine DOT Local Administered Project (LAP) program.
3. **Firm’s ability to control Schedule and Costs on this project:**
  - a) Methods for controlling cost – quality control – assuring constructability. Provide a brief outline of methods used by the firm to control and monitor client costs, control quality, and (if applicable) assure constructability of design plans.
  - b) Schedule/Workload/Communication. Provide a brief outline of your firm’s methods of schedule control and ability to handle projected workload. Discuss project coordination with the Town. Describe how your firm will manage its role in this project and how it intends to maintain effective communication for the assignment.
4. **Firm’s References:** Please provide a list of 3 to 10 clients with whom the company has done business similar to that required in this solicitation in the last 5 years. Include points of

contact (person's name, company name, address, and telephone number) and a brief description of the project. If contacted, all references must verify that a high level of satisfaction was provided. The Town will determine which, if any, references are contacted. The results of any reference checks will be provided to the scoring committee and used when scoring the written proposal.

5. **Contact Information:** Please provide the name, address, phone number, FAX number, and e-mail address of the Proposer in the proposal. A signature page must be included with the technical and price proposals stating that "I certify that all of the information contained in this technical/price proposal to be true and accurate."
6. **Schedule:** Please include a schedule outlining project deliverables and any other relevant milestones.
7. **Price Proposal:** The price proposal shall be provided in a separately sealed envelope. NO MENTION OF PRICE SHALL BE INCLUDED IN THE TECHNICAL PROPOSAL; OTHERWISE THAT PROPOSAL SHALL BE REJECTED IN ITS ENTIRETY.

#### IV. PACKAGING AND SUBMITTING PROPOSAL

All draft and final products will be provided in electronic and hardcopy formats. Each electronic document will be provided in MS Word (.doc) format and Adobe Acrobat (.PDF) format. All CAD data produced in support of this project shall also be submitted to the Town. The Town of Scarborough will assume ownership of all materials, plans, studies, graphics, maps etc.

1. **Organization and Format.** Your proposal, which should be organized as closely as possible to the format and sequence indicated in these instructions, must be submitted as outlined below.
2. **Electronic Format or Hard Copy:** Electronic submissions should be by e-mail, disk, DVD or CD; PDF electronic format is preferred; MS Word 2000 Format or greater is acceptable.
3. **Hand Carried Proposal from Proposer, Federal Express, or United Parcel Service.** Five (5) copies of hand-carried proposals must be delivered to the Town Hall, located at 259 U.S. Route 1, Scarborough, Maine, before the time and date for which Proposals are due. **Note:** Any proposal, portion of a proposal, or unrequested proposal revision received after the time and date specified on the cover page of this RFP will not be accepted.
4. Proposals shall be delivered at:

**Town of Scarborough  
ATTN: Daniel Bacon, Town Planner  
PO Box 360  
259 U.S. Route 1  
Scarborough, Maine 04070-0360**

#### V. RATING AND SELECTION PROCESS

1. Technical Proposals will be reviewed and rated using the responses to the proposed information outlined in Sections II and III of this RFP. The criteria are as follows:
  - **Firm's Qualifications (40 points)**
  - **Firm's Experience (30 points)**
  - **Firm's ability to control Schedule and Costs on this Project (10 points)**
  - **Firm's References (20 points)**
2. This is a Qualifications-Based Selection (QBS) process. Technical Proposals alone will be used to select the successful proposer. Once the successful proposer has been selected, an independent estimate prepared by the Town of Scarborough will be compared against the successful proposer's Price Proposal, and contract negotiations will begin.

## VI. PRICE PROPOSAL

The Price Proposal shall be provided in a separately sealed envelope. Prices shall be outlined for all required items. Each proposal will be evaluated for all technical criteria, and then costs shall be evaluated independently.

The Price Proposal shall consist of the following:

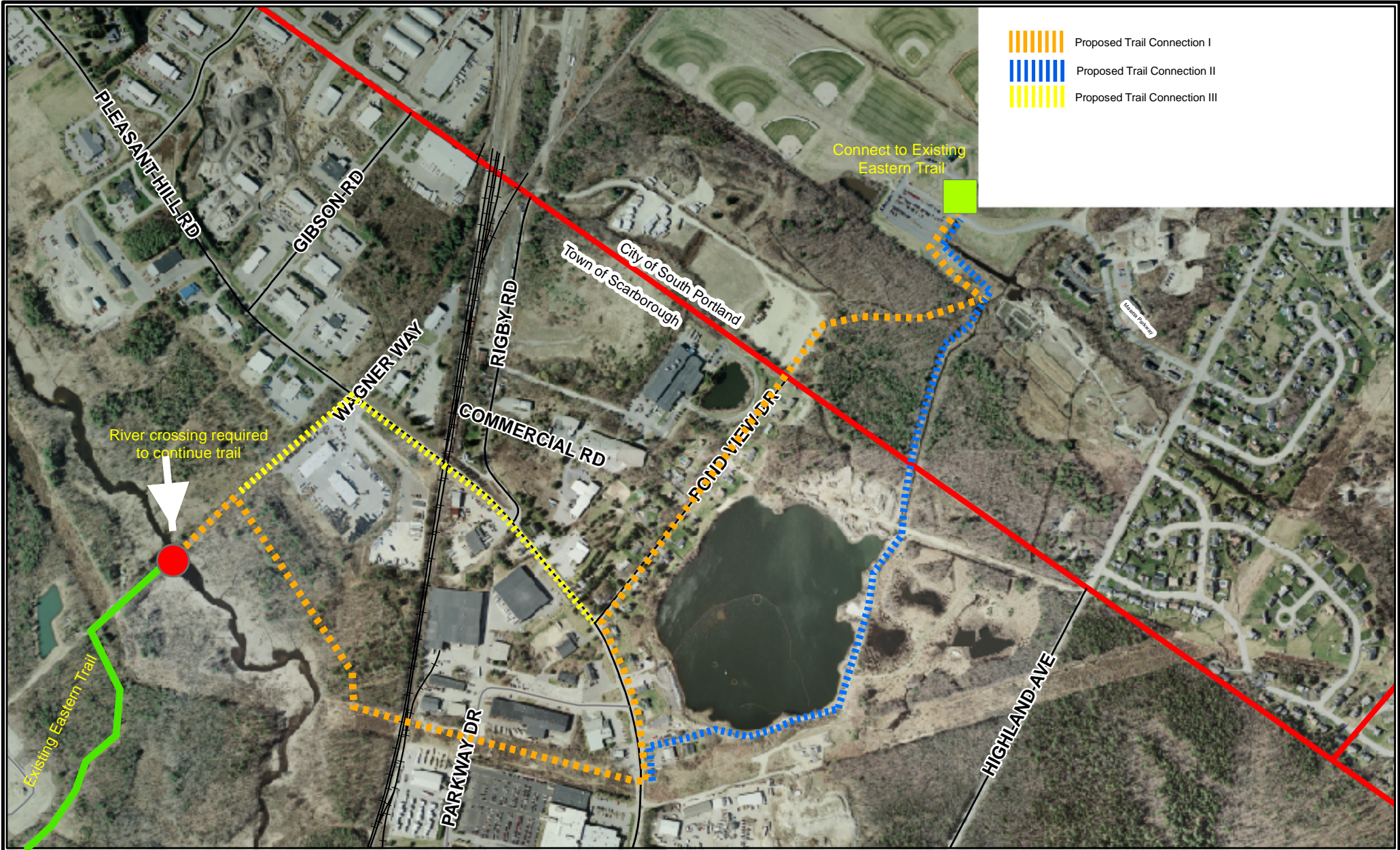
1. **Direct Labor**. Please list all employees, including their classifications for the employees who are expected to perform services on this project. Please provide a breakdown of each employee's salary rate including direct labor, indirect labor, and profit. Please show all calculations in detail, and include payroll records supporting the rates. **Note:** A cap of \$50 per hour for **direct labor** shall apply to this Project.
2. **Indirect Labor (Overhead)**. Please provide a copy of your latest audited corporate overhead rate report with supporting documentation
3. **Profit**. The percentage of profit is based on criteria specific to a project including, degree of risk, relative difficulty of work, size of job, etc.
4. **Direct Expenses**. Please provide a breakdown of direct expenses, including mileage, lodging, photocopying costs, etc. anticipated for this project. Direct expenses shall be reimbursed at cost, and travel expenses shall be reimbursed in accordance with the current per diem/mileage rates located at <http://www.maine.gov/osc/travel/travelinfo.htm> & <http://www.gsa.gov/portal/category/21287>
5. **Sub-Consultants**. Identify each effort to be subcontracted. List the selected sub-consultant's name, location, amount proposed and type of contract. Describe the cost or price estimates for each subcontract. Please note that there is no mark up allowed on subconsultant costs. Firms are encouraged to utilize certified Disadvantaged Business Enterprise (DBE) firms as sub-consultants. Current DBE requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at: <http://www.maine.gov/MaineDOT/disadvantaged-business-enterprises/dbe-home.php>

## VII. CONTRACT TERM, TYPE AND PAYMENT METHOD

The initial contract term shall be for a period of two (2) years, commencing upon approval by the MaineDOT of the contract documentation. At the Town's discretion, the contract may be extended as appropriate. Additionally, the contract type used for this project shall be cost plus fixed fee, and the method of payment shall be monthly.

#### **VIII. GENERAL INFORMATION**

1. The *Consultant General Conditions* of the Maine Department of Transportation shall govern all work performed under any contract executed pursuant to this RFP and subsequent selection process. The conditions are found at the MaineDOT website:  
[www.maine.gov/mdot/cpo/docs/general/consultant-general-conditions.pdf](http://www.maine.gov/mdot/cpo/docs/general/consultant-general-conditions.pdf)
2. This RFP does not commit the Town of Scarborough to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal. The Town of Scarborough reserves the right to reject any or all proposals.
3. Requests for Clarification/RFP Amendments. During the proposal preparation period, all requests for clarification and/or additional information must be submitted in writing (via e-mail to [dbacon@ci.scarborough.me.us](mailto:dbacon@ci.scarborough.me.us) : Clarification to RFP for PIN 019386.00 or by fax 207.730.4046 to the individual referenced by "Attention:" on the cover page of this RFP no later than 12 noon on December 9<sup>th</sup>, 2011. Late requests for clarification will not be accepted. When appropriate, responses to requests, as well as any changes initiated by the Town, will be provided to all prospective proposers in writing as amendments to the RFP, and will be mailed to all prospective firms.



Town Of  
Scarborough  
Maine

<http://www.scarborough.me.us/ldpw/>



Disclaimer: The data contained within the Scarborough GIS is intended as a public resource of general information. The Town of Scarborough makes no warranty or representation as to the accuracy, timeliness or completeness of any of the data, and shall assume no liability for the data contained, for omissions, or any decision made or action taken or not taken in reliance upon any of the data. Parcel data is intended for general map reference only and is a general representative of approximate lot configuration, and is not intended for boundary determination, legal description, destination, or transfer. Any service utility information shown is intended for general information only. Other utilities may be present, and the appropriate utility owner should be contacted for details. Other utilities may be present, and the appropriate utility owner should be contacted for details.

0 262.5 525 1,050 Feet



Printed By: Planning Dept  
Print Date: February 10, 2010

**EASTERN TRAIL**  
Scarborough to South Portland Greenbelt